



**PROJECT CHARTER PLAN
FLEEKY HUB**

**FLEEKY CURTAINS
A. MABINI STREET,
OLIVARES HOMES SOUTH BIÑAN CITY LAGUNA,
4024**

15/04/2023





PROJECT CHARTER

FLEEKY HUB

The existing system may be improved by implementing contemporary technology, moving to a better design, and allowing administrators to quickly monitor operations, inventory, and activity. Fleeky Hub will also help employees complete their responsibilities more quickly by tracking departing orders, understanding what has to be packed, what needs to be prepared, what inventories are available, and encoding client information. The project plan will include: scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. All resources will be assigned by the Project Sponsor, Mitzi Garcia, Owner.

The purpose of the Payroll project is to improve the timeliness and aid the staff in completing the necessary task to finish. This also open the door for potential market and broad customer reach as the project's main objective is to provide a website for customers to browse, navigate, and purchase Fleeky Curtains and an administrative side to help family members manage their business activities efficiently. Specific objectives include reducing 50% of staff's time in handling product inquiries, posting supplementary and detailed information, providing an order management page, digitizing customer orders, information, sales, expenses, and generating sales performance reports. Success will be determined by the Project Sponsor once the website is implemented and has been completed that meets the objectives with no discrepancies.

The Project Manager, Pallas Dale Fontiveros, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.



Summary Milestone Schedule – List key project milestones relative to project start.	
Project Milestone	Target Date (mm/dd/yyyy)
• Project Start	04/06/2022
• Complete Solution Design	06/21/2022
• Complete Diagram Designing	11/11/2022
• Solution Simulation	01/24/2023
• Complete Solution Simulation and Testing	02/10/2023
• Deploy Solution	02/24/2023
• Project Complete	02/27/2023

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project. However, since the project is only done at in-house development and hosting the site online will be pushed for future development, this is the summary budget estimated for the deployment.

Summary Budget – List component project costs	
Project Component	Component Cost
• Personnel Resources	₱2,000
• Hosting	₱250
Total (Monthly Basis)	₱2,500



SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Mitzi Garcia
Owner, Fleeky Curtains

Date: 26 February 2023

