**Project Charter Template**

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**Project Charter Plan**

**SmartBooks: Optimizing Book and Ebook Acquisition and Utilization in Asia Pacific College Library**

**Asia Pacific College**

**3 Humabon, Makati, 1232 Kalakhang Maynila**

**April 28, 2023**

**Project Charter**

**Payroll Project**

The SmartBooks project has been officially approved by this Charter. The project team, led by Project Manager Mr. Jojo Castillo and subject matter experts, is committed to its success. The project aims to meet the needs of the campus community by optimizing book and ebook acquisition and utilization in the Asia Pacific College Library. The project's scope includes determining relevant and in-demand books and ebooks, improving collection development policies, finding cost-effective acquisition techniques, enhancing cataloging systems, and creating programs to encourage resource usage.

In addition, the project will deliver recommendations for process improvement, an implementation plan, and performance indicators to measure success. Milestones include the completion of the project charter, acquiring a new system, development and implementation, user training, and ongoing support. The estimated budget for the SmartBooks project is ₱350,000, sourced from the library's annual budget allocation. Additional funding may come from grants and donations. The budget covers system development, hardware and software acquisition, training, and associated costs. Close monitoring will ensure adherence to the allocated funds.

Lastly, by implementing the SmartBooks project, the Asia Pacific College Library aims to optimize book and ebook acquisition, improve resource utilization, and enhance library operations' efficiency and effectiveness.

A summary milestone schedule is as follows:

|  |  |
| --- | --- |
| **Summary Milestone Schedule** | **Target Completion Date** |
| Requirement Analysis | June 15 – June 30 |
| System Design | July 1 – July 31 |
| System Development & Testing | August 1 – August 31 |
| Training and Documentation | September 1 – September 15 |
| Implementation and Deployment | September 16 – October 15 |
| Maintenance and Support | October 16 - 30 |
| Project Closure | November 3 |

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor Name>

### <Project Sponsor Title>

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