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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**

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# Executive Summary

The SmartBooks project aims to optimize the book and eBook acquisition process for Asia Pacific College (APC) Library. The project's objectives include improving resource allocation, enhancing student satisfaction, and achieving cost savings. By analyzing usage patterns and integrating reliable reviews, the project aims to make informed decisions about which materials to purchase. The project involves implementing an automated tracking system, analyzing usage data, integrating reviews, providing real-time availability updates, and ensuring a user-friendly interface. The project must stay within the budget and be completed on time, utilizing existing staff and technology resources. The success of the project relies on adequate budget allocation, skilled staff for data analysis, sufficient storage capacity, compatible website infrastructure, and accurate borrowing information.

Moreover, the deliverables include a usage pattern analysis report, reliable reviews integration, and system implementation. The project follows a timeline with milestones for requirements analysis, system design, development, testing, deployment, maintenance, and support. The estimated budget for the project is ₱350,000. The project requires approval through a project proposal, budget approval, stakeholder buy-in, risk assessment and mitigation plan, resource allocation, project governance approval, and alignment with organizational strategy. The project manager, Sim Paul Palacio, is responsible for leading the project and ensuring its successful execution.

# Project Purpose/Justification

## Business Need/Case

Addressing these business needs through optimized book and eBook acquisition processes enables APC to operate efficiently, meet student expectations, allocate resources wisely, and support student achievement.

* **Cost Optimization:** APC needs to find a way to manage its budget effectively by purchasing books and eBooks that provide the most value for the money spent. By identifying the most relevant and frequently used materials, the library can prioritize its purchasing decisions and minimize unnecessary expenses.
* **Student Satisfaction:** It is crucial for APC to meet the needs and expectations of its students. By acquiring the right books and eBooks that align with students' interests and academic requirements, APC can enhance student satisfaction and engagement. This, in turn, contributes to a positive learning environment and supports students' educational goals.
* **Resource Allocation:** Limited resources necessitate careful allocation. APC needs to allocate its resources, including the library budget, efficiently to ensure that students have access to the necessary materials. By making informed decisions based on usage patterns and reliable reviews, APC can allocate its resources more effectively and ensure they are invested in the most beneficial resources for student use.
* **Academic Success:** The ultimate goal of APC is to facilitate academic success among its students. By providing access to appropriate books and eBooks that complement the curriculum, APC can enhance learning outcomes and support students in their academic pursuits. The right resources can aid students in conducting research, studying effectively, and expanding their knowledge, thereby contributing to their overall academic success.

## Business Objectives

The purpose of this project is to optimize the book and eBook acquisition process for APC in order to make informed decisions about which materials to purchase for student use. By addressing the challenge of limited resources and the cost of buying books/eBooks, the project aims to ensure that APC invests in the most relevant and beneficial resources for its students. By identifying usage patterns and considering reliable reviews, the project seeks to maximize the value of the library's budget while providing students with access to high-quality materials that align with their needs and interests. Ultimately, the project aims to enhance the learning experience and support academic success within the APC community.

# Project Description

The SmartBooks project aims to optimize book and eBook acquisition and utilization in the Asia Pacific College Library. The project will improve the process of tracking books. This will enhance resource utilization, provide real-time usage data, and integrate reliable reviews for better book selection. The project involves phases like requirements gathering, system design, testing, training, and implementation. With active stakeholder involvement, the project aims to achieve outcomes such as efficient resource allocation, improved accessibility, enhanced learning experience, and cost savings. Overall, SmartBooks modernizes library management, aligns resources with student needs, and promotes effective learning and research.

## Project Objectives and Success Criteria

These objectives align with Asia Pacific College's strategic plan to provide high-quality education to its students, foster a culture of innovation and continuous improvement, and manage resources effectively. By implementing a system to track the usage patterns of books and ebooks, the library can make data-driven decisions that support these goals and contribute to the overall success of the institution.

1. **Optimize Book and eBook Acquisition:** The primary goal of the SmartBooks project is to optimize the process of acquiring books and eBooks for the Asia Pacific College Library. This involves improving the tracking and selection of books, ensuring that the resources align with student needs and interests.

**Success Criteria:**

* Increase the percentage of books and eBooks acquired based on student needs and interests by 20% within one year.
* Decrease the percentage of unused or low-demand materials in the library's collection by 15% within six months.

1. **Integrate Reliable Reviews:** The SmartBooks project seeks to integrate reliable reviews into the book selection process. By leveraging reviews from trusted sources, such as integrating reviews from companies like Amazon, the project aims to improve the quality and relevance of the library's collection.

**Success Criteria:**

* Incorporate reliable reviews from trusted sources for at least 80% of the new book acquisitions within three months.
* Improve the average rating of the library's collection based on user feedback by 0.5 points on a 5-point scale within six months.

1. **Cost Savings:** The SmartBooks project aims to achieve cost savings by optimizing resource acquisition. By ensuring that the library invests in the most valuable and frequently used materials, the project aims to reduce unnecessary expenditures on books and eBooks.

**Success Criteria:**

* Reduce the overall expenditure on books and eBooks by 10% within one year, while maintaining or improving the quality and relevance of the collection.

1. **Efficient Resource Allocation:** The project aims to achieve efficient resource allocation by making data-driven decisions. By analyzing usage patterns and reliable reviews, the project will guide the allocation of resources towards the most beneficial books and eBooks for student use, reducing unnecessary expenses.

**Success Criteria:**

* Increase the percentage of resource allocation decisions based on data analysis and usage patterns by 30% within six months.
* Decrease the percentage of resource allocation for low-demand materials by 15% within one year.

## Requirements

These high-level requirements will serve as guidelines for the project team to ensure that the SmartBooks Utilization project is completed successfully and meets the needs of the library and its users.

1. **Automated Book Tracking:** Implement an automated system that tracks the availability, location, and borrowing history of books and eBooks in the library. This will enable efficient management and provide real-time information on resource utilization.
2. **Usage Pattern Analysis:** Develop capabilities to analyze usage patterns of books and eBooks within the library. This includes tracking which materials are frequently borrowed and identifying popular titles to inform resource acquisition decisions.
3. **Integration of Reliable Reviews:** Integrate a reliable review system, such as partnering with reputable sources like Amazon, to provide users with comprehensive and trustworthy feedback on books and eBooks. This will assist in informed decision-making during resource selection.
4. **Real-Time Availability Updates:** Enable real-time updates on book availability, allowing users to check the availability status of books and eBooks online. This will prevent disappointment caused by unavailable resources and improve resource accessibility.
5. **User-Friendly Interface:** Create an intuitive and user-friendly interface for both library staff and users to easily navigate and access the SmartBooks system. The interface should provide seamless searching, borrowing, and returning functionalities.
6. **Data Security and Privacy:** Implement robust security measures to protect user data and ensure compliance with data privacy regulations. User information, borrowing history, and other sensitive data should be handled securely and protected from unauthorized access.
7. **Training and Support:** Provide comprehensive training and ongoing support for library staff to effectively utilize and maintain the SmartBooks system. This includes training on system functionalities, data analysis techniques, and troubleshooting procedures.
8. **Scalability and Future Expansion:** Design the SmartBooks system to be scalable and adaptable for future growth. Consider the potential expansion of the library's collection and user base, ensuring the system can accommodate increased volumes of books and users.

## Constraints

By acknowledging and working within these constraints, the SmartBooks Utilization project ensures responsible budget management, timely completion, alignment with existing technology infrastructure, and optimal utilization of available staff resources. The SmartBooks Utilization project is subject to the following constraints:

1. **Budget:** The project must stay within the allocated budget, and any additional expenses require approval from the project sponsor.
2. **Time:** The project must be completed within the agreed-upon timeline, and any potential delays must be communicated to the project sponsor and stakeholders.
3. **Technology:** The project must utilize the existing library website platform, with any necessary upgrades approved by the IT department.
4. **Staffing:** The project must be carried out using the current library staff resources, without additional staffing allocation.

## Assumptions

By accepting these assumptions, all parties involved in the SmartBooks project can move forward with confidence in their validity and plan accordingly. The SmartBooks project operates under the following assumptions, which all parties acknowledge to be true and correct upon agreement and signature of this document:

1. **Adequate Budget Allocation:** The library has allocated a sufficient budget to purchase additional books and eBooks based on the usage data. This ensures that the library can acquire materials that are in demand and align with student needs.
2. **Skilled Staff for Data Analysis:** The library staff possesses the necessary skills and training to analyze the usage data and make informed purchasing decisions. Their expertise allows for effective interpretation of data insights and selection of relevant materials for acquisition.
3. **Sufficient Storage Capacity:** The library has an adequate amount of storage space to accommodate the additional books and eBooks that will be acquired based on usage data. Sufficient storage ensures that the library can effectively manage and organize the expanded collection.
4. **Website Compatibility:** The library's website is capable of accommodating the additional data and features required to display usage patterns. This assumption implies that the website infrastructure and design can support the integration of usage data and provide a user-friendly interface for students and staff.
5. **Accuracy of Borrowing Information:** It is assumed that students will provide accurate information when borrowing books and eBooks. This assumption is crucial for ensuring the reliability and integrity of the usage data collected for analysis and decision-making.

## Preliminary Scope Statement

The SmartBooks Utilization project aims to enhance book and ebook usage in the library at Asia Pacific College by implementing a data-driven system. This system will monitor usage patterns, provide recommendations for purchasing decisions, and improve overall resource management. The project scope includes the development and deployment of a software system that enables library personnel to gather data, identify high-demand materials, and make informed purchasing choices. Additionally, the project encompasses training library staff on system usage and integrating it seamlessly into existing library workflows. The project will be considered successfully completed when the system is implemented effectively, empowering the library to make efficient purchasing decisions based on usage data.

# Risks

These high-level risks should be monitored and managed throughout the project to minimize their impact on the project's success.

* **Limited Availability:** Risk of certain books and eBooks being unavailable in the market. Mitigation: Conduct thorough research and establish partnerships with multiple suppliers.
* **Changing Needs and Trends:** Risk of the SmartBooks system not aligning with evolving user requirements. Mitigation: Regularly engage with stakeholders, monitor industry trends, and collect user feedback to adapt the system accordingly.
* **Budget Constraints:** Risk of budget limitations affecting system implementation and resource acquisition. Mitigation: Effective budget planning, cost estimation, and monitoring of expenses. Prioritize essential features and explore cost-effective alternatives.
* **Quality and Reliability of Reviews:** Risk of poor-quality or biased reviews impacting user trust and decision-making. Mitigation: Implement a thorough review vetting process, consider reputable sources, and enable user feedback on reviews.

# Project Deliverables

The following deliverables must be met upon the successful completion of the SmartBooks Project. Any changes to these deliverables must be approved by the project sponsor.

1. **Usage Pattern Analysis Report:** The milestone is achieved when the usage pattern analysis report is generated. The report analyzes book and eBook usage patterns in the library, identifying trends and popular titles. These insights inform decision-making for book acquisition and resource allocation.
2. **Reliable Reviews Integration:** This milestone marks the successful integration of reliable reviews into the SmartBooks system. Trusted review sources, like Amazon, are integrated, ensuring access to reliable reviews during the book selection process.
3. **System Implementation:** The system has officially launched in the Asia Pacific College Library. All project deliverables, including the system, usage pattern analysis report, and reliable reviews integration, are in place and operational.

# Summary Milestone Schedule

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** |
| **Requirements Analysis:**   * Understand the needs and requirements of stakeholders. * Identify desired features and functionalities. * Define data requirements for tracking book usage and reviews. | June 15 – June 30 |
| **System Design:**   * Create a user-friendly interface and system architecture. * Design data models for tracking book usage and reviews. * Define workflows for book acquisition and borrowing. | July 1 – July 31 |
| **System Development & Testing:**   * Develop the SmartBooks system. * Test the system for functionality and performance. * Fix any issues or bugs identified during testing. | August 1 – September 15 |
| **Training and Documentation:**   * Provide training for library staff on using the system. * Create user guides and manuals for reference. * Develop system administration documentation. | September 16 – September 30 |
| **Implementation and Deployment:**   * Roll out the system in phases or all at once. * Migrate existing books and eBook data to the system. * Test the system in the live environment. | October 1 – October 15 |
| **Maintenance and Support:**   * Maintain and update the system regularly. * Provide technical support to address user queries. * Monitor system performance and security. | October 16 – 31 |
| **Project Closure:**   * Review the success of the project. * Document project outcomes and lessons learned. * Archive project-related documents. | November 3 |

# Summary Budget

A summary budget based on the expected expenses needed to successfully complete the project and planned cost components is shown in the table below.

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| Personnel Costs | ₱150,000 |
| Software | ₱65,000 |
| Hardware and Infrastructure | ₱65,000 |
| Training and Documentation | ₱35,000 |
| Contingency Reserve | ₱35,000 |
| **Total Planned Cost** | ₱350,000 |

# Project Approval Requirements

These approval requirements ensure that the project receives the necessary support, resources, and alignment with organizational goals to proceed successfully. The approval requirements for the SmartBooks Utilization project are as follows:

1. **Project Proposal:** A detailed proposal outlining project objectives, scope, timeline, and estimated budget.
2. **Budget Approval:** Securing approval for the project budget to obtain necessary funding.
3. **Stakeholder Buy-In:** Gaining approval and support from key stakeholders involved in the project.
4. **Risk Assessment and Mitigation Plan:** Conducting a risk assessment and obtaining approval for a plan to address potential risks.
5. **Resource Allocation:** Approval for the allocation of required resources, such as personnel and equipment.
6. **Project Governance:** Seeking approval from project governance bodies responsible for overseeing project execution.
7. **Alignment with Organizational Strategy:** Demonstrating how the project aligns with the college's strategic goals and objectives.

# Project Manager

Name: Sim Paul Palacio

**Responsibility:** The project manager is responsible for planning, executing, and monitoring the SmartBooks project. They lead the project team, communicate with stakeholders, manage risks, and ensure project objectives are met within the defined timeline and budget.

**Authority Level:** The project manager has the authority to make decisions related to project execution, team management, and resource allocation. However, major decisions impacting project scope, budget, or timeline may require approval from the project sponsor or relevant stakeholders. The project manager collaborates closely with stakeholders to ensure alignment and obtain necessary approvals throughout the project.

# Authorization

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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