**Project Charter Plan**

**Manpower Allocation and Planning System**

**Traves Maintenance and Services Incorporated**

**90b Stanford st., Brgy E.Rodriguez, Cubao**

**Quezon City, 1101**

**Date**

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# Executive Summary

Traves Maintenance and Services Incorporated faces challenges in planning manpower allocation due to a lack of scheduling and monitoring tools. This results in missed opportunities for 20 additional services per week, impacting profitability. Moreover, issues with lost or damaged Service Reports raise concerns about project contracts and potential profit losses. To support the company's expansion goals, the proposed Manpower Allocation and Planning System will integrate record-keeping with project scheduling.

The integrated system will provide an efficient platform for project planning, resource allocation, and monitoring. By combining record-keeping functionalities, it improves documentation accuracy and contract compliance. Enhanced project scheduling and monitoring capabilities enable Traves Maintenance and Services Incorporated to seize more service opportunities, increase revenue, and drive profitability.

Implementing the Manpower Allocation and Planning System streamlines operations, overcomes hurdles, and positions Traves Maintenance and Services Incorporated for successful expansion. The integrated system improves efficiency, contract management, and boosts profitability in the market.

# Project Purpose/Justification

Difficulties in effectively planning manpower allocation due to lack of scheduling and monitoring tools had led the company to miss out on opportunities that had prevented the company from expansion. Additionally, issues with lost or damaged Service Reports raise concerns about project contracts and potential profit losses.

## Business Need/Case

To support the company's expansion goals, we propose implementing the Manpower Allocation and Planning System. This integrated system will streamline project planning, resource allocation, and monitoring. By integrating record-keeping, it improves documentation accuracy and contract compliance. The system's enhanced project scheduling and monitoring capabilities enable the company to seize more service opportunities, increase revenue, and drive profitability.

## Business Objectives

The business objectives for this project are in direct support of our corporate strategic plan to improve IT security and reduce costs associated with loss and waste.

* Increased Revenue: Allows the company to take on 20 additional services per week.
* Improved Documentation: Record and backup all Service Reports and integrate it in the system.
* Expansion Readiness: Positions the company for future expansions and growth opportunities.

# Project Description

MAPS will provide a more streamlined business operation by providing tools for scheduling and record planning. Due to the nature of services the company provides, MAPS will utilize a web application that could be accessed by employees inside and outside the company’s premises. All hardware and software will be integrated into the company’s current IT platforms in order to establish increased security while allowing all systems and processes to continue without interruption.

## Project Objectives and Success Criteria

* Define requirements: Analyze manpower allocation needs and document system requirements within 30 days.
* Develop system: Design and build a scalable system architecture, software modules, and databases within 120 days.
* Test and validate: Conduct rigorous testing, addressing any issues, within 60 days.
* Deployment and integration: Deploy the system across the organization, integrating with existing processes within 60 days.
* Ongoing support: Provide post-implementation support, maintenance, and updates.

By achieving these objectives, the Manpower Allocation and Planning System will be successfully implemented within 365 days.

## Requirements

This project must meet the following list of requirements in order to achieve success.

* The solution must be tested in the IT lab prior to deployment
* Solution must be implemented without disruption to operations
* The Employees should be trained beforehand and test the process in an experimental group.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

## Constraints

The following constraints pertain to the Manpower Allocation and Planning System project:

* All security hardware and software must be compatible with our current IT platforms
* All hardware and software must be purchased in accordance with the allocated budget and timeline

## Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the project sponsor, stakeholders, and all departments
* The purpose of this project will be communicated throughout the company prior to deployment
* The IT manager will provide additional resources if necessary

## Preliminary Scope Statement

The Manpower Allocation and Planning System project aims to enhance the scheduling and record-keeping system across the organization. The project team will manage all personnel, hardware, and software resources. Project activities will be separate from daily operations, with testing conducted in the IT laboratory. The project manager will handle allocated funding, while additional funding requires sponsor approval. The project concludes with the successful testing and deployment of the system, submission of a final report, distribution of technical documentation, and submission of future considerations to the VP of Technology.

# Risks

The following risks for the Manpower Allocation and Planning System project have been identified. The project manager will employ appropriate risk mitigation strategies to minimize the likelihood of these risks:

* Operational disruption during system deployment
* Potential security breaches by external threats to the system's integrity
* Human Error in development and during operations

# Project Deliverables

The following deliverables must be achieved upon the successful completion of the Manpower Allocation and Planning System project. Any changes to these deliverables require approval from the project sponsor:

* Fully implemented Manpower Allocation and Planning System
* Setting up of servers for the project.
* Comprehensive technical documentation for the system
* Recommendation list for future considerations in manpower allocation and planning

# 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 (mm/dd/yyyy)** |
| * Project Start | 04/11/2023 |
| * Complete Solution Design | 06/14/2023 |
| * Acquire Hardware and Software | 06/30/2023 |
| * Complete Solution Simulation with New Hardware/Software | 07/07/2023 |
| * Complete Solution Simulation and Testing | 07/14/2023 |
| * Deploy Solution | 08/23/2023 |
| * Project Complete | 11/28/2023 |

# Summary Budget

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| Server Hardware Components | ₱25,000 |
| Backup and Redundancy | ₱7,000 |
| Software Licenses | ₱2,000 |
| Development Fee (3 Developers, 1 Project Manager, 800 hours) | ₱100,000 |
| **Total:** | ₱134,000 |

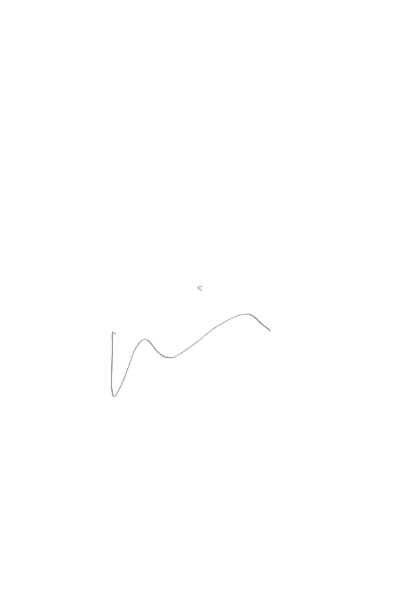
# Project Approval Requirements

Success for the Manpower Allocation and Planning System project will be achieved upon the complete deployment of a thoroughly tested system, including the distribution of comprehensive technical documentation, within the specified time and budget constraints outlined in this charter. Moreover, this success criterion encompasses the provision of a recommendation list for future considerations in manpower allocation and planning, recognizing the need for the system to adapt and address future challenges. The final approval and determination of project completion will be authorized by the Project Sponsor, Traves Maintenance and Services Incorporated, who will assess the project's achievement against the defined objectives.

# Project Manager

John Carlo Macorol is named Project Manager for the duration of the MAPS Project. Mr. Macorol’s responsibility is to manage all project tasks, scheduling, and communication regarding the MAPS project. His team, consisting of 3 IT developers . Mr. Macorol will coordinate all resources . Mr. Macorol is authorized to approve all budget expenditures up to, and including, the allocated budget amounts. Any additional funding must be requested through the Project Sponsor, Traves Maintenance and Services Incorporated. Mr. Macorol will provide weekly updates to the Project Sponsor.

# Authorization



Approved by the Project Sponsor:

Date: September 12, 2023

Romel Espineda

Traves Maintenance and Services Incorporated President