**PROJECT CHARTER – OVERVIEW OF THE PROJECT**

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| Project Name: Open Source Registration System | | | | |
| Project Description: | A website for people who need to submit their requirements through online. | | | |
| Project Objectives: | A website will be developed to assist/facilitate those who submit needs to the financial assistant online rather than in person in order to help/facilitate them. | | | |
| Project is considered successful when: | 1. When the number of users of our designed website grows.  2. When users of the website give a positive reviews  3. When they have no trouble using it and find it easy to use | | | |
| Project participants: | Title: | Name: | | |
| Investor  Finance Manager  Secretary  Project Manager | Lordan Volturo,Regine Romero, Glycel Garing  Helen Joy Quidet  Danica Gacer  Gabriel Alcantara | | |
| Available resources: | Testing Environment: Computer/Laptop/Cellphone | | | |
| Milestones: | Status: | | Due: | Deadline: |
| 1. Visualization of the primary function  2. Adding new features | |  |  |

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| Potential risks: | 1. Attempts to hack or launch cyberattacks against the built system.  2. System Crash/Traffic | |
| Approval: | Title and name: | Date: |
| Investor: Lordan Volturo,Regine Romero, Glycel Garing  Finance Manager: Helen Joy Quidet  Project Manager: Gabriel Alcantara |  |

**PROJECT GANTT CHART**

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| **Project Title:** | | | |  |  |  |
|  |  |  | **Date: December** |  |  |  |
| **Stages** | **Status** | **Who** | **11/12** | **12/12** | **16/12** | **19/12** |
| **Planning** | Complete | Everyone | Complete |  |  |  |
| **Project charter** |  | Danica |  |  |  |  |
| **Project Gantt Chart** | Complete | Helen |  |  |  | Complete |
| **Documentation** |  | Everyone |  |  |  |  |
| * Introduction | Complete | Gabriel/Danica |  | Complete |  |  |
| * Project details and Description | Complete | Lordan/Regine |  |  |  |  |
| * Project Scope and Limitation | Complete | Helen/Glycel |  |  | Complete |  |
| **Recorded Pitching** | Complete | Helen |  |  | Complete |  |
| * Script Writing | Complete | Danica/Glycel |  |  |  | Complete |
| **Face to Face Presentation** |  | Everyone |  |  |  |  |

**INTRODUCTION (BACKGROUND OF THE PROJECT)**

Many people find it inconvenient to have to go out of their way to pass their papers in order to be listed on government projects; this course of circumstance costs applicants a lot of time and money. Being able to submit your documents on a financial assistance project without having to go to places to hand it over is a quality of life to every people, and by reason of that we come up to an idea to create a system that can be use by the government or NGOs.

To gather the necessary documents of people that are applying for financial assistance projects without leaving their houses The concept system will include a page on where the applicant should attach all the files required/needed. There's also another page on which they will input in the important details; this includes their address, contact number, gender and so on.

Once they finished all the answering, the information and documents that has been gathered will now be moved to a database and will be checked if the applicant answered and inputted all the information and documents correctly, if not there will be error notifications on where they could have gone wrong. The proposed concept system is supposed to be considerably more efficient in document gathering and create less error as it was already automated.

**PROJECT DETAILS AND DESCRIPTION**

Participants can simply register whenever they want and immediately submit their information when they use the open source registration system. Without having to worry about cutting or erasing, the participant can make any necessary corrections. Without having to print, manually fill out, and send paper forms, participants can sign up online in just a few minutes, whenever and wherever is most convenient for them. The participant's submitted data will be immediately inserted into a database. After meeting the requirements, participants in the systems will be able to receive an email with a confirmation. Additionally, organizers will be able to inform participants of any information that is missing. This system makes the procedure simpler. When using an open source registration system, the database updates itself on its own, giving the organizers immediate access to the numbers. The organizers gain a significant advantage by being able to anticipate each step. Using an opensource registration system is a great way to demonstrate the event's credibility and future-oriented strategy. Because of all of these good reasons, opensource registration systems can become the norm in society

This project will provide a system that can accept data from the web form. Applicants will submit and fulfill their requirements data in order to completely qualify for the financial aid. A confirmation message will appear after the form has been fully filled out, and the data will then be added to the database. The government-assigned employees will subsequently make a further notice of qualified applicants**.**

As an open-source system, other third-party organization (government or NGOs) may able to add features to the pre-built system. This will provide cost certainty and easier application to any fields that required the system.

**Project participants and their roles**

The budget will come from the investor and will be handle by the financial manager. The whole project will be supervised by the project manager. Developers will be designing and programming the entirety of the system.

**PROJECT SCOPE AND LIMITATION**

Our proposal’s system is capable of accepting submissions of requirements for financial assistance projects. With the number of people and family members that currently goes to allocated sites (barangay hall or other specified location to submit the requirements) it is a hassle to go in there and wait to be listed. With the propose system, it will be able to assist applicants with their submission of requirements as the online system will now be the one gathering all of their documents. The system will automatically check whether or not the requirements have been met.

The website will not be limited to only financial assistance projects, it could also be automated to other government programs that needs the same details from applicants (medical assistance programs, school assistance programs etc.)

The system handles all the information incoming however other requirements that needs specific checking (letters, video messages etc.) will be handled by other personnel provided by the government or LGUs as the system is incapable of reviewing these things.

In the event that the system had technical issues, the requirements that has been gathered will be safely stored on the database, still if the database is the one that has been faulty there’s a backup dedicated for it.

The system is limited to an amount of people hence an upgrade is a must if it is continued to be used for a large number of submissions.