**Project Charter:**

**Project name:** DigitalFlight and service reservation system.

**Date of authorization:** 25/8/2020

**Project Start Date:** 25/8/2020 **Projected Finish Date:** 4/11/2020

**Project Manager:** Panyi Jin

**Key Schedule Milestones:**

1. The whole plan needs to be completed on 15/9/2020.
2. The WBS and project schedule needs to be finished on 29/9/2020.
3. The evaluation part needs to be done on 5/10/2020.
4. The whole design needs to be completed on 25/10/2020.
5. The test needs to be implemented on 4/11/2020.

**Budget Information:**

The company allocated $10,000 for the project, and it allows more spending if necessary. With the main costs being server upgrades and UI design. All hardware will be outsourced.

**Project Objectives:**

In this preliminary charter, the project aims to produce a preliminary version within a month, outlining the general framework for the required system. The following month will be spent on project evaluation and product design, followed by testing and providing a complete system that meets the company's requirements.

**Main Project Success Criteria:**

The system must meet all written specifications through the final tested and it needs to be completed by the project delivery date. The project manager implements the system by obtaining input from other stakeholders.

**Approach:**

1. Find technical advisors and support from online sources.
2. One month requires a complete plan, and develop a work breakdown structure, a complete scope statement, and a project schedule (illustrated in a Gantt chart) according to the plan. Organize all work requirements related to flight and service reservation system through the above documents.
3. Upgrade and purchase the required hardware.
4. The project principal needs to hold a weekly meeting to report on the progress of the project.
5. Test the project through a software test.

**Roles and all Responsibilities:**

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| **Name:** | **Role:** | **Position:** | **Contact:** |
| Panyi Jin | Project Manager | Manager | pj890@uowmail.edu.au |
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