# **PROJECT CHARTER**

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| 1. General Project Information | | | | | | | | |
| **Project Name:** | | | **Inventory System for Theater Program** | | | | | |
| **Project Sponsor:** | | | **Lizeth Gonzales** | | | | | |
| **Company / Department:** | | | **Campbell Union School District Extensions Department** | | | | | |
| **Impact of project:** | | | The aim of this project is to design, build, and implement an inventory management system for the CUSD Extension Department’s Theater Program. In doing so, this project will increase the program’s operational efficiency by streamlining the check-in/check-out process and reduce financial losses by preventing the purchase of redundant inventory. | | | | | |
| 2. Project Team | | | | | | | | |
|  | **Name** | | | **Department** | | **Telephone** | **E-mail** | |
| **Project Manager:** | Bill Feng | | | MIS | | 415-676-9958 | bill21223@gmail.com | |
| **Team Members:** | Wen Jin | | | MIS | | 669-251-9732 | wen.jin@sjsu.edu | |
|  | Jaspreet Summan | | | MIS | | 408-838-5875 | Jaspreet.summan@sjsu.edu | |
|  | Nick Batista | | | MIS | | 209 327-5601 | nicholas.a.batista@gmail.com | |
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| 3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)* | | | | | | | | |
| Campbell Union School District Extensions Department | | | | | | | | |
| Lizeth Gonzalez | | | | | | | | |
| Theatre Program Faculty | | | | | | | | |
| Project Manager | | | | | | | | |
| Project Team | | | | | | | | |
| 4. Project Scope Statement | | | | | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | | | | | |
| * **Improve the efficiency of the storage room inventory processes:** By streamlining the check-in and check-out processes, this project will reduce the time that program staff spend in the storage room, freeing them up for activities more important to the administration of the program. * **Track the inventory’s logistics (item location, count, status, description, etc):** The absence of an inventory system has resulted in not only an inefficient allocation of work hours, but also a significant amount of unnecessary spending. By tracking the number, location, and condition of each item in inventory, this project will prevent the purchase of redundant inventory items. * **Implement a web-based reservation system:** The current inventory management procedures are centralized and analog, meaning that a request for information on the status of a given inventory item must be processed manually. By implementing a web-based reservation system, all program staff will be provided with accurate, immediate information on the current whereabouts of inventory, as well as the scheduled availability of those items. | | | | | | | | |
| **Objectives (in business terms)** *Use SMART to describe the measurable outcomes of the project, e.g., MOV, reduce cost by xxxx or increase quality to yyyy* | | | | | | | | |
| Reduce the time required for the manager to manage reservations and locate items.  Design and implement a new inventory management system.  Increase the effectiveness and efficiency of the inventory system from its current value (zero).  Eliminate financial losses due to purchases of redundant inventory items. | | | | | | | | |
| **Deliverables** *List the high-level “products” to be created (e.g., improved xxxx process, employee manual on yyyy)* | | | | | | | | |
| Design and implement a web-based inventory management system.  Provide detailed documentation on both the implementation and usage of the inventory system. | | | | | | | | |
| **Scope** *List what the project will and will not address* | | | | | | | | |
| This project aims to address the current lack of an inventory management system in the CUSD Extensions Department. The goal of this project is *not* to develop inventory handling or storage procedures, but to implement a web-based system capable of meeting the program’s general inventory tracking needs. | | | | | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Planning, Estimate, Requirements, Design, Code, Test, Security, Documentation, Deliver project) and other major milestones* | | | | | | | | |
| Initiation: 02/04/19 - 02/12/19  Planning: 02/05/19 - 03/01/19  Execution: 03/05/19 - 04/08/19  Control: 03/05/19 - 04/23/19  **System delivered: 04/23/19**  Closing: 04/30/19 - 05/07/19  Evaluation: 04/30/19 - 05/07/19 | | | | | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail.* | | | | | | | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (Hi, Med, Lo)** | | Our chosen WordPress plugin may prove to be too inflexible--we may have a hard time implementing all of our desired features. | Med | | Scalability--the usage of the system may grow to exceed the limitations available in the ‘free tier’ of AWS. Therefore, our sponsor may need to spend more money than expected (currently $ 0.00). | Lo | | Administrator account becomes inaccessible due to unforeseen data loss. | Hi | | | | | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, staff, or schedule (e.g., predetermined budget (hours) or project end date).* | | | | | | | | |
| Project end date to be limited by the end of semester. Specifically, work on project must not extend past April 23rd, 2019.  Lizeth will be leaving for two weeks during the month of February, as well as the first week of March, which limits the communication between project sponsor and team.  Due to the bureaucratic nature of school districts, the project budget is negligible, limited only to reasonably small, one-time purchases (to be authorized and then funded by the project sponsor). | | | | | | | | |
| **External Dependencies** *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?* | | | | | | | | |
| In order for the project to go according to plan, we must each complete our designated tasks before the successor task is begun. This will allow for the project to be completed on time. We have all agreed to our roles and completely them by the assigned date. | | | | | | | | |
| 5. Communication Strategy *(specify how the project manager will communicate to the Project Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.* | | | | | | | | |
| -We communicate with the sponsor in person, over the phone, and through email.  -Project manager communicates with team members through phone, text, email, in person, and through VOIP calls.  -Team meetings take place every week during Tuesdays from 1:30-3:00PM with all group members.  -Project status report is done... | | | | | | | | |
| 6. Sign-off | | | | | | | | |
|  | | Name | | | Signature | | | Date (MM/DD/YYYY) |
| Project Sponsor | | Lizeth Gonzales | | |  | | |  |
| Project Manager | | Bill Feng | | |  | | |  |
| Project Champion | | Larry Gee | | |  | | |  |
| 7. Notes | | | | | | | | |
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