Project Charter

for

NDRRMC Monitoring System

Version 1.0 approved

Prepared by <author>

<organization>

<date created>

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# Project Description

This projects is a proposal that intents to allow National Disaster Risk Reduction Management Council (NDRRMC) to give advisory to different cities of the Philippines when a calamity will affect their area. The developers plan to propose a system that analyzes the needs of each city and allows the city admin to prepare their area by creating a request for supplies. Since all the data will be stored, the client (NDRRMC) will access the system with an admin account, however, the city admin also has an admin account that has limited access to data. With the system, each city admin will have an easier and faster processing on requesting for supplies. Preparing for a disaster is not easy. Requesting for supplies requires the city admin to contact different Local Government Units. With this current process, it can delay the delivery of supplies, therefore, if the client implements the project it would help them quickly give an advisory to different cities and city admin can easily request for supplies.

# Business Objectives and Success Criteria

**Business Objectives**

* Provide a solution wherein the system can analyze the needs of a city.
* Database design is correct and complete.

**Success Criteria**

* City admin can request supplies efficiently.
* Client can access accurate data.

# Stakeholders

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholder | Major Benefits | Attitudes | Win Conditions | Constraints |
| Project Team | Create a monitoring system that would make the work of the agency more convenient | Strong commitment to create a good working monitoring system | Monitoring system that meets the agency’s needs | None identified |
| Agency  (NDRRMC) | Quick access to data | Eager to learn the system for convenience | A fast monitoring method | Training for staff to learn how to use the system |
| LGU Admin | Quick access to data | Willing to use monitoring system for more convenient monitoring | Willing to use monitoring system Limited access to the system | Might not have the knowledge to use the monitoring system |

# Vision

The primary target of the project is for the NDRRMC to give public safety and awareness to the community. Using the system, NDRRMC and the agencies related to them can easily monitor the area and identify the needs to be prepared in case a disaster happens. Unlike the current system of NDRRMC, the objective of the project is to use an innovative way such as BI tool for easy monitoring data of each area assigned to every city.

# Project Scope

The focus of the project is to use a tool wherein every LGU admin can monitor the data of other system related to preparedness such as inventory, procurement, logistics, etc. By this, if there is an advisory received, the city admin can effectively identify what are the needs in preparing for the coming disaster. The system will gather data from other system but only those data that are related to the specific location.

# Assumptions and Dependencies

AS-1 The data that will be save in the system should be accurate

AS-2 The system will be a web-based application

AS-3 The system will be accessible to authorized personnel only

AS-4 Security and maintenance must take place for the better process of the system

DE-1 The number of data that can be handle will depend upon the capacity of database

DE-2 System performance relies on the facility’s machine and network connection

DE-3 The system will use hybrid distributed-centralized database system architecture

DE-4 Data handled by the system may be near real time depends on the database tool uses

# Constraints

|  |  |  |  |
| --- | --- | --- | --- |
| **Dimension** | **Constraint  (state limits)** | **Driver  (state objective)** | **Degree of Freedom  (state allowable range)** |
| **Features** |  |  | 70-80% of high priority features must be included in release 1.0 |
| **Quality** |  |  | 90-95% of user acceptance tests must pass for release 1.0, 95-98% for release 1.1 |
| **Cost** |  |  | budget overrun up to 15% acceptable without executive review |
| **Schedule** |  | release 1.0 to be available by 10/1, release 1.1 by 12/1 |  |
| **Staff** | maximum team size is 6 developers + 4 testers |  |  |

# Milestones

|  |  |  |
| --- | --- | --- |
| **Event or Deliverable** | **Target Date** | **Responsibility** |
| Project charter approved |  |  |
| Project plan completed |  |  |
| Project plan approved |  |  |
| Project team assembled |  |  |
| Project execution initiated |  |  |
| Project execution completed |  |  |
| Customer acceptance |  |  |
| Project closed out |  |  |

# Business Risks

|  |  |  |  |
| --- | --- | --- | --- |
| Risk | Probability | Impact | Mitigation |
| Lack of time | High | High | Submission of documents should always be on time and on schedule. |
| Fast-changing technologies | High | High | Technologies used in the system should change or update. |
| Requires additional services and equipment for the system maintenance and security | Medium | Medium | The agency will have an obligation to allocate time and budget for additional services and equipment to prevent potential risk that they might encounter when it comes to system security and maintenance. |
| The agency will cope for the changes of the new process of their facility | Low | Low | The project team will provide trainings and demonstrations of the system for the employees. |

# Resources

<Enumerate the known resources that management is willing to commit to the project at this time. Human resources include key individuals, teams, organizations, subcontractors or vendors, and support functions. This is not the place for the detailed team staff roster of individual names. Identify critical skill sets that team members must have. Other resources could include funding, computers, other equipment, physical facilities such as buildings and rooms, hardware devices, software tools, and training. If the project team organization is known at the time of chartering, include that information here, perhaps in the form of an organization chart.>

|  |  |
| --- | --- |
| **Resource** | **Description and Source** |
|  |  |
|  |  |
|  |  |

# Approvals

<Indicate the status of the charter following submission for approval. List the names and positions of the individuals who must approve the charter, particularly the project sponsor. You may wish to add some descriptive text to make sure all of these individuals agree on what their signature of approval means. For example, approving the charter could mean that the signatory agrees with the content as presented here, agrees to use this charter as a basis for the project, and agrees to keep the information in the charter current and relevant.>

**Approval Decision:**

🞎  Approved, development of detailed project plan is authorized

🞎  Approved, project execution is authorized

🞎  Approved, but project is on hold until future notice

🞎  Revise charter and resubmit for approval

🞎  Charter and project proposal are rejected

|  |  |  |
| --- | --- | --- |
| **Role or Title** | **Name and Signature** | **Date** |
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# Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Date** | **Reason For Changes** | **Version** |
|  |  |  |  |
|  |  |  |  |