

PROJECT CHARTER	
<b>Project Name</b>	UR Lost & Found
<b>Date Produced</b>	25 <sup>th</sup> January, 2026
<b>Project Goals</b>	UR Lost & Found is a project that strives to achieve a modern and streamlined Lost and Found system by providing a centralized platform for inquiries, improving service and accessibility. The project aims to align with the University of Regina's organizational goals by enhancing campus services and improving student and staff experience.
<b>Project Objectives</b>	<ul style="list-style-type: none"> <li>• Develop a web-based application that allows users to inquire about lost and found items without requiring an in-person visit</li> <li>• Enabling staff to log, update and manage found items</li> <li>• Reduce in-person and mobile inquiries related to items.</li> <li>• Improve response times to inquiries.</li> </ul>
<b>Project Budget</b>	This project is being completed as part of an academic course and does not require financial funding. Development will be completed using existing tools and student resources.
<b>Project Sponsor</b>	Tim Maciag Professor, ENSE 281
<b>Project Manager</b>	Amr Azouz
Additional Key Project Stakeholders	
<p>Primary Stakeholders</p> <ul style="list-style-type: none"> <li>• University of Regina Protective Services (system administrators and operational staff)</li> </ul> <p>Secondary Stakeholders</p> <ul style="list-style-type: none"> <li>• Students and staff who report or claim lost items</li> </ul>	

Overall Project Milestones	Dates
Project Initialization and Design Pitch	January 27 <sup>th</sup> , 2026 - Protective Services January 28 <sup>th</sup> , 2026 - Dr. Maciag
Initial System Design	March 4 <sup>th</sup> , 2026
Progress Scrum/Check-in	March 18 <sup>th</sup> , 2026
Final Project Delivery	April 8 <sup>th</sup> , 2026
Overall Project Risks	
<p>[A list of the overall risks that are known at this point in the project]</p> <ol style="list-style-type: none"> <li>1. Schedule Risk: Delays may occur due to unrealistic timelines and bottlenecks.</li> <li>2. Resource Risk: The team may have availability issues, lacking skills resulting in time lost learning skills.</li> <li>3. Scope Creep:: The team may not reach deadlines due to sudden, uncontrolled changes or expansion of the project.</li> <li>4. Communication Risks: Misalignment between Dr. Maciag and Protective Services regarding expectations and goals.</li> <li>5. Technical / Operational Risk: Implementation of the system may require coordination with University of Regina IT Services for hosting, security, and infrastructure approval, which could introduce external dependencies and potential delays. Additionally, ensuring compatibility across different devices and platforms may increase development complexity and testing requirements.</li> </ol>	