**Project Charter Date**

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| **Project Title**: Developing a room booking system for UOW | | | |
| **Project Start Date:** 01/04/2020  **Projected Finish Date:** 20/05/2020 | | | |
| **Budget Information:** SGD$8,400  Manpower cost:  $200 x 7 weeks x 6 members = $8,400 | | | |
| **Project Manager:** Junior Tantono , jt732@uowmail.edu.au | | | |
| **Project Objectives:**  The objective of this project is to create a working prototype of an online room booking system for staff and students of the University of Wollongong. The system allows users to reserve a room online without them having to be physically present. Physical labor and workload on staff can be reduced or converted for more important tasks, thus allowing higher productivity as well as the reduction of costs. | | | |
| **Success Criteria:**   1. Project runs within the proposed budget 2. Project is completed within deadline 3. Meets all requirements stated by the CIO 4. Users are able to easily navigate around the system and use its functions without requiring assistance 5. Implement a system administration function that allows a new user role (super user) to perform room administrative operations | | | |
| **Approach:**Split the roles up according to the strengths of each team member.   1. Decide on a programming language everyone is comfortable with. 2. Put more emphasis on the most important tasks and reschedule lower-priority tasks which may slow down the team. 3. Discuss all decisions with team members and come to an agreement before implementing 4. Ensure project budget is realistic | | | |
| **Roles and Responsibilities** | | | |
| ***Name and Signature*** | ***Role*** | ***Position*** | ***Contact Information*** |
| Terence Chew | Approve project charter | CIO | tchew@uow.edu.au |
| Decen Ng | Coding of programs and testing to ensure programmes run efficiently without problems | Programmer / Tester | dn409@uowmail.edu.au |
| Junior Tantono | Coordinate between CIO and team members  Assist in the documentation of the project | PM / Document writer | jt732@uowmail.edu.au |
| Neo Kai Heng | Provide documentation for project | Document writer | khn361@uowmail.edu.au |
| Jing Jue Ching | Ensure the code is not buggy | Programmer  / Tester | jjc671@uowmail.edu.au |
| Seri Dania | Provide documentation for project | Document  writer | sdba945@uowmail.edu.au |
| Jing Xian Ching | Implementation of codes | Programmer/ Tester | jxc545@uowmail.edu.au |
| **Comments:** (Handwritten or typed comments from above stakeholders, if applicable) | | | |