

Project Charter

10/10/2022

Project Title: Revamping of University of Wollongong room booking system	
Project Start Date: 5 Oct 2022	Projected Finish Date: 16 Nov 2022
Budget Information: Manpower cost – 6 members X 6 weeks X \$530/week = \$19,080 Office rental - \$1,000/wk X 6 weeks = \$6,000 Total \$25,080	
Project Manager: Theophilus Yim, 97526185, twoyim001@mymail.simge.edu.sg	
Project Objectives: The objective of this project is to revamp the corporate system by phasing out the current physical room booking system and to introduce a new system as part of the digital strategy plan, which in turn will save in manpower cost and reduce expenditure while allowing a convenient approach to using the system. The project can achieve this objective by facilitating and enhancing the room booking experience for students and staff by having a seamless interface instead of a physical room booking system. The system will also allow the user/student to be able to book a facility at any given date and time as there would not be a need for a physical booking counter. This helps to save costs as there is no need for physical staff to be present during working hours. The system will also prevent clashes in bookings by notifying the user when the facility they are attempting to book is already taken. Furthermore, it allows the staff users to monitor the usage of the various facilities for any updates on the room booking, also allows students to do room bookings, modify and cancel existing bookings, all from a single digital system.	
Success Criteria: Meet budget, scope and schedule.	
Approach: To kick off the project, we would initiate a team bonding session for us to get to know each other better. We believe that by having lunch and bowling together, it would bring the team together. This will be beneficial towards our project as better teamwork between team members would in turn promote a positive organisational culture. During our team bonding session, we would find out everybody's strengths and weaknesses. With this knowledge, we can tailor the roles to better suit everyone to ensure that their skills are utilised effectively.	

We will list out detailed primary and secondary roles for the various positions, such as Chief Information Officer, Project Manager, Finance Manager, Software Tester, Tech-Lead Developer, Data Analyst and Steering Lead. This allows everyone to have a clear and concise understanding of the roles and responsibility that comes with their positions. By issuing responsibilities to team members, it promotes a sense of ownership in the project among the members, encouraging them to be invested in the project's outcome and allowing for a better project outcome.

We will liaise with the Chief Information Officer before submitting the Project Charter to him and continue to frequently liaise with him throughout the project.

Microsoft Project will be used as it facilitates planning and execution of the project plan. It helps provide a big picture view of the project schedule and utilise the Gantt chart to keep the project on track to meet the schedule.

Below lists the steps which we plan to take throughout the project with the help of Microsoft Project.




In this project, the Waterfall model will be utilised as the requirements and deliverables of the project are fixed and clearly understood.



Firstly, we shall begin with the planning stage which involves the creation of the task list, communications plan, budget, and initial schedule for the project, and establishes the roles and responsibilities of the project team and its stakeholder. Secondly, we will make use of the Analysis stage to document and understand the exact requirements. Afterwards, we would then convert the requirements to a technical design that can be programmed in the Design Stage. In the Construction Stage, the design will be implemented and refined into software code. Lastly, the Testing Stage will include the creation of a test plan and the implementation of the test cases.


We came up with a backup plan for events such as an unexpected absentee member by substituting a member to continue with the remaining tasks temporarily. As we shuffle the roles of various members regularly, everyone will have experience performing various roles which allows us to have greater flexibility to tackle roles that we are not familiar with. This enables us to have greater efficiency as compared to sticking with one role throughout the entire project.

Roles and Responsibilities

<i>Name and Signature</i>	<i>Role</i>	<i>Position</i>	<i>Contact Information</i>
Terence Chew	- Approve project charter - Provide guidance	Chief Information Officer	Email: tchew@uow.edu.au

<p>Theophilus Yim Wai Onr</p> 	<p>Primary Role:</p> <ul style="list-style-type: none"> - Overall in charge of project <p>Secondary Role:</p> <ul style="list-style-type: none"> - Liaise with CIO closely on all matters - Planning and developing project ideas - Monitor project progress and set deadlines - Solve arising issues such as potential hiccups - Evaluate project performance - Ensure stakeholder satisfaction is met 	<p>Project Manager</p>	<p>Email: twoyim001@mymail.sim.edu.sg</p> <p>Phone: 97526185</p>
<p>Wong Tsun Hong</p> 	<p>Primary Role:</p> <ul style="list-style-type: none"> - Ensure that the project is done within the stipulated budget <p>Secondary Role:</p> <ul style="list-style-type: none"> - Identifying areas of improvements and develop solutions so that the project can be delivered at a lower cost - Requesting for additional budget where necessary 	<p>Finance Manager</p>	<p>Email: thwong011@mymail.sim.edu.sg</p> <p>Phone: 96653478</p>
<p>Dominic Chua Yang Wei</p> 	<p>Primary Role:</p> <ul style="list-style-type: none"> - Documenting of all the situations 	<p>Software Tester</p>	<p>Email: dywchua001@mymail.sim.com.sg</p>

	<p>that had been tested on the program</p> <p>Secondary Role:</p> <ul style="list-style-type: none"> -Liaise with project mates on programming journey and also working closely with the Tech-Lead Developer to understand what changes he will be making to the program 		<p>Phone: 93800321</p>
<p>Hau Bin Hui</p> 	<p>Primary Role:</p> <ul style="list-style-type: none"> -Deliver software code (project deliverable) -Overall in charge of Programming <p>Secondary Role:</p> <ul style="list-style-type: none"> -Liaise with project mates on the programming journey. -Work closely with Data Analyst and Steering Lead to make sure that software is fulfilling requirements. 	<p>Tech-Lead Developer</p>	<p>Email: bhhau001@mymail.sim.edu.sg</p> <p>Phone: 98816958</p>
<p>Jasmine Han Qinying</p> 	<p>Primary Role:</p> <ul style="list-style-type: none"> - Gathering, validating and documenting project requirements. <p>Secondary Role:</p>	<p>Data Analyst</p>	<p>Email: qjhan001@mymail.sim.edu.sg</p> <p>Phone: 90175706</p>

	<ul style="list-style-type: none"> - Liaise and guide project mates regarding project requirements to make sure the project fulfils its requirements. -Working closely with Tech -Lead Developer on software code. 		
Debra Tan Yi Wei 	Primary Role: <ul style="list-style-type: none"> - Ensure that the project is aligned with the project objectives Secondary Role: <ul style="list-style-type: none"> - Support the project by ensuring that the meetings run smoothly with objectives achieved. - Liaise with the Project Manager to ensure that the projects are on track, through resolving conflicts and mitigating risks involved. 	Secretary	Email: dywtan001@mymail.sim.edu.sg Phone: 81188510
Comments: NIL			