# Project Charter

**1.1 Purpose Statement**

To develop a digital education outreach platform at UNSW aimed at supporting students from disadvantaged backgrounds. The platform will enhance students' academic and personal development, foster mentorship and peer support, and provide career exploration opportunities, in line with UNSW's 2025 Strategy for social impact.

**1.2 Objectives and Success Criteria**

**Academic Excellence:**

1. Support high-quality research and maintain UNSW's status among the top 50 research-intensive universities.  
2. Provide practical coursework resources, enhancing educational excellence.  
3. Offer hands-on experience to over 500 students and researchers annually.  
4. Facilitate the publication of at least five Q1 journal articles each year.

**Innovation and Engagement:**

1. Foster collaboration within UNSW and with external universities and industries.  
2. Attract new international research collaborations.  
3. Promote entrepreneurship, increasing UNSW Founders Program start-ups to 1100 by 2025.  
4. Secure $5 million in research funding within five years post-project completion.  
5. Enhance UNSW’s campus and gain media recognition.  
6. Support local manufacturing with sustainable techniques.

**1.3 Requirements**

**Functional Requirements:**

1. Resource Repository:  
- Articles, videos, tutorials, and webinars for academic and personal development.  
2. Mentorship and Support:  
- Connect students with UNSW and industry mentors for academic and personal growth.  
3. Community Engagement and Peer Support:  
- Online communities for student interaction.  
4. Career Exploration and Networking:  
- Virtual and in-person events for career path exposure.  
5. Progress Tracking and Goal Setting:  
- Tools for tracking progress and setting goals with mentor feedback.

**Non-Functional Requirements:**

1. User-Friendly Interface:  
- Intuitive and easy-to-navigate.  
2. Scalability:  
- Support a growing number of users and resources.  
3. Security and Privacy:  
- Protect user data and communications.  
4. Reliability and Availability:  
- Ensure uninterrupted access with backup plans.  
5. Performance:  
- Fast loading times and minimal latency.  
6. Accessibility:  
- Comply with WCAG standards.  
7. Compliance:  
- Adhere to educational, legal, and data protection regulations.

**Other Requirements:**

- Screen mentors for student safety.  
- Collect user feedback to improve functionality.  
- Partner with NSW schools for platform access.  
- Engage stakeholders effectively.  
- Follow standard software development practices.

**1.4 Project Boundaries**

**Scope:**

Development and deployment of the digital education outreach platform with specified features.

**Time:**

Project duration is accepted to be 14 months.

**Cost:**

The budget is constrained to $350,000.

**Project Priority Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Constrain | Optimise | Accept |
| Scope |  | ✔ |  |
| Time |  |  | ✔ 14 months |
| Cost | ✔$350,000 |  |  |

**1.5 Stakeholder List**

**1.6 High Level Risks**

The primary high-level risks for the Digital Education Outreach Platform project include delays in specification documentation and technical development, data breaches, regulatory non-compliance, low stakeholder engagement, and poor user adoption. To mitigate these risks, the project will implement effective documentation control, robust security protocols, regular compliance audits, enhanced communication plans, and comprehensive user experience research and testing.

**1.7 Summary of Schedule and Milestones**

The project schedule for the Digital Education Outreach Platform is designed to ensure timely development and deployment. Key milestones are as follows:

**August 2024:** Project initiation and planning.

**September 2024 - November 2024:** Initial development phase, including specification documentation and early technical development.

**December 2024 - February 2025:** Mid-development phase focused on user interface design and security implementation.

**March 2025 - April 2025:** Integration and testing phase to ensure platform functionality and performance.

**May 2025 - July 2025:** Final development phase, including scalability enhancements and user feedback incorporation.

**August 2025:** Final testing and launch preparation.

**September 2025:** Official platform launch and post-launch support initiation.

**1.8 Summary of Preliminary Budget**

The preliminary budget for the project covers all necessary phases and activities. Key budget allocations include:

**Total Budget:** $350,000

**Monthly Spending Breakdown:**

**August 2024:** $5,540 - Initial project setup and early development costs.

**September 2024:** $5,240 - Continued initial development.

**October 2024:** $6,320 - Early technical development.

**November 2024:** $25,120 - Significant development phase expenditures.

**December 2024:** $26,520 - Mid-development costs including user interface design.

**January 2025:** $17,060 - Continued design and security implementation.

**February 2025:** $67,430 - Integration and performance testing.

**March 2025:** $36,370 - Continued integration and testing.

**April 2025:** $39,200 - Scalability enhancements.

**May 2025:** $6,040 - User feedback incorporation.

**June 2025:** $23,900 - Final development adjustments.

**July 2025:** $23,900 - Final testing and preparations.

**August 2025:** $11,880 - Launch preparation and post-launch support.

This budget ensures that all critical aspects of the project, from initial development to final deployment, are adequately funded. Regular budget reviews and adjustments will be conducted to ensure financial control and project success.