

# Project Charter

## GENERAL PROJECT INFORMATION

PROJECT NAME	PROJECT MANAGER	CLIENT
Resource Maximisation Planning System for Labs	Edward Nivison	Belinda Bergin
EMAIL	ORGANIZATIONAL UNIT(S)	
u7498708@anu.edu.au	SoCo TechLauncher Team	

## PROJECT OVERVIEW

PROBLEM OR ISSUE	Currently, the ANU School of Computing (SoCo) does their timetabling of labs by hand. This is time-consuming and often produces inefficient or unhelpful solutions, such as an unnecessary number of rooms being used, or all tutorials for a class being at problematic times.
PURPOSE OF PROJECT	The project's purpose is to automate SoCo's laboratory timetabling, and with a system that can maximise resources available and provide better scheduling opportunities for students – doing it better than is possible by hand.
BUSINESS CASE	Students and tutors in SoCo will be more satisfied if the available labs for their courses are more reasonably timed. Convenors of SoCo courses will be more satisfied if their students and tutors don't have issues with the timetabling for their courses and if the rooms are better utilised.
GOALS / METRICS	The project goal is to create an automatic timetabling system for SoCo where they can input lab requirements for a set of courses and the system will output a lab timetable for those courses.

## PROJECT SCOPE

<b>WITHIN SCOPE</b>	Automatic lab scheduling for SoCo given a set of courses and lab requirements for those courses, done independently by course.
<b>OUTSIDE OF SCOPE</b>	Lecture room scheduling, scheduling for colleges other than SoCo, figuring out an algorithm to resolve conflicts between courses

## TENTATIVE SCHEDULE

KEY MILESTONE	START	FINISH
Reflection on the project; cleanup of repository	Week 1	Week 2
Creation of new Statement of Work	Week 1	Week 2
Completion of key frontend features	Week 3	Week 5
Database development	Week 3	Week 6
User Testing	Week 6	Mid-sem break
Database Integration	Mid-sem break	Week 8
Production Environment development	Week 7	Week 11
Testing	Week 7	Week 11
Prep for handover	Week 12	

Frontend improvements and bugfixing	Continuous
Backend improvements and bugfixing	Continuous

## RESOURCES

PROJECT TEAM	Edward Nivison – Project Manager Filip Mazur – Spokesperson/Frontend Sineeha Kodwani – Deputy Spokesperson/Frontend Alex Boxall – Backend Designer	Matthew Cawley – Backend Rachel Cao – Backend/Admin Hexuan Meng – Backend/Testing
SUPPORT RESOURCES	The client, Belinda, can provide us with non-public information from SoCo that is relevant to the project.	

## STAKEHOLDERS

CLIENT	The client is commissioning the system so that it can serve their needs in allocating labs to classes.
SoCo ADMIN STAFF	They may be using the system after it is complete to enter data about course enrolments, lab sizes, etc.
COURSE CONVENORS	Need to provide information to the system/School about tutor numbers, and may also have other requirements that affect scheduling
STUDENTS	Effective scheduling of classes has a number of benefits to students: Leads to fewer clashes, meaning students can attend more classes; ensures the tutor to student ratio is maintained, so students get enough support during classes.
TUTORS	Effective scheduling of classes ensures that tutor to student ratios are not exceeded, making it easier for tutors to teach.
OTHER USERS OF THE BUILDINGS	Effective scheduling means less room times are taken up by labs, allowing others to use the rooms for other purposes.








## Assumptions

ASSUMPTIONS	<ul style="list-style-type: none"><li>- We will be able to run the prototypes ourselves at no cost.</li><li>- We are capable enough to produce high-quality code for this project.</li><li>- The project scope will remain unchanged from the current scope.</li><li>- The project will continue beyond this semester (requiring handover)</li></ul>
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## COMMUNICATION AND PROJECT MANAGEMENT

COMMUNICATION PLAN	Internal communication will be made through a Microsoft Teams team which consists of all team members and the client. The team will meet at least once per week and has used a scheduling tool to determine when the best possible times for that meeting are. If necessary, the team will meet twice in a week. The team will meet with the client at least once per fortnight.
CONFLICT RESOLUTION	In the case of a conflict, the team member in charge of the specific issue will make the final decision, but not before discussing with other team members. If the issue is considered a general project issue, the project manager has the final say. If the issue is relevant to the client, the client has the final say. Class tutors can also be contacted to provide guidance with conflicts.
PROJECT MANAGEMENT	The project will be held on GitHub. Separate branches will be used to develop features, which will only be pushed to the main branch upon completion. To-dos will be managed using GitHub Projects as this obviously integrates well with GitHub.
CHANGE MANAGEMENT	The client has given the team control over all technical aspects, and as we meet often, we can discuss major changes at meetings. For non-technical changes which affect stakeholders, the team will ask the client.
QUALITY STANDARDS	New features are developed on separate branches. Before being pushed to main, it is expected that the feature has been thoroughly tested for no major bugs, and that code quality is high and adheres to respective language conventions. Such features must also be sent as a pull request for review. Additionally, the team has a dedicated testing phase at the end of the semester.

## SIGNATURES

SIGNATURE	NAME	DATE
	Matthew Cawley	7/8/2024
	Edward Nivison	08/08/2024
	Filip Mazur	19/08/2024
	Sineeha Kodwani	19/08/2024
	Alex Boxall	12/08/2024
	Rachel Cao	19/08/2024
	Hexuan Meng	7/8/2024



