**PROJECT CHARTER**

GENERAL PROJECT INFORMATION

| PROJECT NAME | | | PROJECT MANAGER | PROJECT SPONSOR |
| --- | --- | --- | --- | --- |
| My Audio Book | | | Vu Minh Triet | Mr. Ngo Huy Bien |
| EMAIL | | PHONE | ORGANIZATIONAL UNIT(S) | |
| vmtriet21@clc.fitus.edu.vn | | 0368337881 | Field Engineering, Operations, and Project Management | |
|  |  |  |  |  |

PROJECT OVERVIEW

| PROBLEM  OR ISSUE | Some people like to spend time with books but instead of reading they prefer to listen to the audio. Our goal for this project is to create a web application where users can listen to audiobooks. |
| --- | --- |
| PURPOSE OF PROJECT | The web application will allow users to hear books, making books more accessible and convenient, especially for people with visual impairments or those who prefer audio content. This aligns with our mission to make reading accessible to a wider audience and enhance user experience, potentially increasing literacy and providing entertainment. |
| BUSINESS CASE | As digital content consumption continues to grow, there is a rising demand for audiobook services. Creating this web application will position us to meet this demand, expand our user base, and generate additional revenue. |
| GOALS / METRICS | The project goal is to develop a fully functional audiobook web application by the project end date. Success will be measured by the following key performance indicators (KPIs): User Growth Rate, User Retention Rate, and Customer Satisfaction. |
| EXPECTED DELIVERABLES | * User guide * Demonstration video * Infrastructure * Source code * Compilation guide * Deployment guide |

PROJECT SCOPE

| WITHIN SCOPE | * Development of the web application by software engineers. * Testing and quality assurance to ensure functionality and user satisfaction. * Marketing and launch of the application. |
| --- | --- |
| OUTSIDE OF SCOPE | * Long term maintenance (because of limited budget) |

TENTATIVE SCHEDULE

| **KEY MILESTONE** | **START** | **FINISH** |
| --- | --- | --- |
| Form Project Team / Preliminary Review / Scope | 21/05/2024 | 28/05/2024 |
| Finalize Project Plan / Charter / Kick Off | 29/05/2024 | 05/06/2024 |
| Define Phase | 06/06/2024 | 10/06/2024 |
| Measurement Phase | 11/06/2024 | 17/06/2024 |
| Analysis Phase | 18/06/2024 | 24/06/2024 |
| Improvement Phase | 25/06/2024 | 09/07/2024 |
| Control Phase | 10/07/2024 | 24/07/2024 |
| Project Summary Report and Close Out | 25/07/2024 | 13/08/2024 |

RESOURCES

| PROJECT TEAM | Designer: Lê Trường Giang  Front-End Developer: Nguyễn Khắc Nhật Minh  Front-End Developer: Đan Sâm  Back-end Developer: Thiện Nhân  Write Document: Khánh Tường  Quality assurance: Hoàng Duy  Business Analyst: Lâm Anh | |
| --- | --- | --- |
| SUPPORT RESOURCES | Slides from Software Project Management course | |

COSTS

| **COST TYPE** | **VENDOR / LABOR NAMES** | **RATE (VND)** | **QTY** | **AMOUNT (VND)** |
| --- | --- | --- | --- | --- |
| **Labor** | Web Development Team | 1.800.000 | 20 | 36.000.000 |
| **Labor** | UI/UX Design | 1,000,000 | 10 | 10,000,000 |
| **Labor** | Backend Development | 1,500,000 | 5 | 7,500,000 |
| **Supplies** | Hosting Services | 2,500,000 | 1 | 2,500,000 |
| **Miscellaneous** | Other Costs | 4,000,000 | 1 | 4,000,000 |
|  |  | TOTAL COSTS | | 60,000,000 |

BENEFITS AND CUSTOMERS

| PROCESS OWNER | Vu Minh Triet - Project Manager | | | | |
| --- | --- | --- | --- | --- | --- |
| KEY STAKEHOLDERS | Mr. Ngo Huy Bien | | | | |
| FINAL CUSTOMER | Clients across Vietnam | | | | |
| EXPECTED BENEFITS | * Increased accessibility to audiobooks. * Enhanced revenue from a new service offering. * Improved user satisfaction and engagement. | | | | |
|  |  |  |  |  |  |
| **TYPE OF BENEFIT** | **BASIS OF ESTIMATE** | | | | **ESTIMATED BENEFIT AMOUNT (VND)** |
| **Specific Cost Savings** | Estimator’s projections | | | | 3,000,000 |
| **Enhanced Revenues** | Finance's projections | | | | 5,500,000 |
| **Higher Productivity** | Project management's estimations | | | | 2,000,000 |
| **Good Decision Making** | Project management's estimations | | | | 1,000,000 |
| **Market expansion** | Market analysis | | | | 7,000,000 |
| **Less Maintenance** | Project management's estimations | | | | 6,500,000 |
|  |  |  | TOTAL BENEFIT | | 25,000,000 |

RISKS, CONSTRAINTS, AND ASSUMPTIONS

| RISKS | * Potential delays in development due to technical challenges. * Issues with content licensing and integration. | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| CONSTRAINTS | * Budget limitations. * Fixed timeline for project completion. | | | | | |
| ASSUMPTIONS | * All necessary resources will be available as planned. * No members will leave the project | | | | | |
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|  | |  |  |  |  |  |
| PREPARED BY | | TITLE | | | | DATE |
| Thanh Thien Nhan | | Project Charter Writer | | | | 27/05/2024 |