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|  | Project chater  Date: 05/09/2020 |

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# Project Title

*FlyDreamAir loyalty management system development project.*

# Project Authorization and periods of time

*Date of Authorization: Aug 14th.*

*Project Start Date: Aug 20th*

*Project Finish Date: Nov 13th*

# Key Schedule Milestones

*Complete the final version of the business process design model by Sep 14th*

*Complete the first version of the system by Oct 9th*

*Complete the final version of the system programming by Oct 30th*

*Complete the final version of the system UI design by Nov 6th*

*Complete the final test and project artifact by Nov 12th*

# Project Manager

*Yusai Zhang*

*yz382@uowmail.edu.au*

# Project Objectives

*The* *loyalty management system develop project for our company. this is the first charter for the project; the objective is to complete the first version of the system in two months and a production version in three months.*

# Project Approach

*Within one month, develop a clear breakdown structure, scope statement, and Gantt chart detailing the work required to complete the loyalty management system. The system develop method apply a prototype-based development method. Purchase all required hardware upgrades within two months. Hold weekly progress review meeting with the core project team and the sponsor.*

# Roles and Responsibilities

## Project roles list

|  |  |  |
| --- | --- | --- |
| Name | Role | Contact Information |
| Professor Hoa Khan Dam | Sponsor | hoa@uow.edu.au |
| Yusai Zhang | Project Manager | yz382@uowmail.edu.au |
| Tom Rose | Project Coordinator | tlwr355@uowmail.edu.au |
| Kyle Murphy | Communication Coordinator | km543@uowmail.edu.au |
| Nagasubramaniyan Sankaranarayanan | Solution Architect | ns919@uowmail.edu.au |
| Xun Cai | Programmer / Developer | xc805@uowmail.edu.au |
| Yiting Chen | Quality Manager | yc672@uowmail.edu.au |

## Project artifact & responsibilities matrix

| **No** | **Component** | **R** | **A** | **C** | **I** |
| --- | --- | --- | --- | --- | --- |
| **0** | **Final Project Presentation/Demo** |  |  |  |  |
| 1 | Justification for project selection |  |  |  |  |
| 2 | Business case |  |  |  |  |
| 3 | Project charter |  |  |  |  |
| 4 | Project scope statement |  |  |  |  |
| 5 | WBS, WBS dictionary and project schedule |  |  |  |  |
| 6 | Risk management |  |  |  |  |
| 7 | Effort/cost estimation |  |  |  |  |
| 8 | Demonstration of project execution (e.g. milestone reports, project tracking, etc.) |  |  |  |  |
| 9 | Evidence of effective use of version control system |  |  |  |  |
| 10 | Project closing and lesson learnt |  |  |  |  |
| 11 | Meeting records |  |  |  |  |
| 12 | User interface prototypes |  |  |  |  |
| 13 | Functionality implementation |  |  |  |  |

# Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

| Name | Title | Date |
| --- | --- | --- |
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