**COMP735**

**Project Management**

Property Rental Management

Mobile Application

Assignment 1: Feasibility Report

Diploma in Software Development (level 7)

Abbreviation: DDSL7

****

SEPULVEDA, Philip John – 16047500C

WEE, Jerome Mark – 16047569C

BARRETTO, Andre Antonio – 16047609c

Term 4, Year 2016

**Property Rental Management Mobile Application**

**Assignment 1: Feasibility Report**

**Table of Contents**

[**Task 1: Kick-Off Meeting** 1](#_Toc464224347)

[**Kick-Off Meeting** 1](#_Toc464224348)

[**Agenda** 1](#_Toc464224349)

[**Record of the Kick-off Meeting** 2](#_Toc464224350)

[**Team Contract** 4](#_Toc464224351)

[**Other relevant documents:** 7](#_Toc464224352)

[**Kick-off Meeting invite and Attendee Confirmation:** 7](#_Toc464224353)

[**Record of the meeting:** 9](#_Toc464224354)

[**Task 2: Feasibility Report** 11](#_Toc464224355)

[**I.** **Introduction/Background** 11](#_Toc464224356)

[**II.** **Business Objective** 11](#_Toc464224357)

[**III.** **Current Situation and Problem/Opportunity Statement** 11](#_Toc464224358)

[**IV.** **Critical Assumption and Constraints** 12](#_Toc464224359)

[**V.** **Analysis of Options and Recommendations** 12](#_Toc464224360)

[**VI.** **Preliminary Project Requirements** 12](#_Toc464224361)

[**VII.** **Budget Estimate and Financial Analysis** 13](#_Toc464224362)

[**VIII.** **Schedule Analysis** 13](#_Toc464224363)

[**IX.** **Potential Risks** 14](#_Toc464224364)

[**X.** **Appendices** 14](#_Toc464224365)

[**Exhibit A: Financial Analysis for “Niche” Rental Management Mobile Application** 14](#_Toc464224366)

[**Exhibit B: Financial Analysis for the Current System** 15](#_Toc464224367)

[**Exhibit C: Weighted Scoring Model** 16](#_Toc464224368)

[**Exhibit D: Bar Chart** 16](#_Toc464224369)

[**Task 3: Demonstration of Project Strengths** 17](#_Toc464224370)

[**Summarization of Results** 17](#_Toc464224371)

[**Task 4: Stakeholder Analysis** 18](#_Toc464224372)

[**Stakeholder Register** 18](#_Toc464224373)

[**Stakeholder Management Strategy** 19](#_Toc464224374)

[**Task 5: Project Charter** 20](#_Toc464224375)

[**Background** 20](#_Toc464224376)

[**Goals** 20](#_Toc464224377)

[**Scope** 20](#_Toc464224378)

[**Key Stakeholders** 21](#_Toc464224379)

[**Project Milestones** 21](#_Toc464224380)

[**Project Budget** 21](#_Toc464224381)

[**Constraints, Assumptions, Risks and Dependencies** 22](#_Toc464224382)

[**Approval Signatures** 22](#_Toc464224383)

# **Task 1: Kick-Off Meeting**

## **Kick-Off Meeting**

**30/09/2016(was moved to 03/10/2016)**

**Project Name:** "Bahay" an Android Mobile Application

**Meeting Objective:** To take the first foot forward towards the development of the project by identifying key stakeholders, promoting team collaboration by discussing member inputs and finalizing project scope and timelines.

**Venue:** Room A202 Cornell Institute of Business and Technology,

105 Hobson Street, Auckland, New Zealand

**Attendees:**

1. Philip John Sepulveda
2. Andre Antonio Barretto
3. Jerome Mark Wee

**Agenda:**

* Introduction of project members
* Discuss the proposed mobile application
* Finalize the mobile application name
* Finalize the project scope
* Estimate the cost of the project
* Estimate the time to commit on this project
* Divide the tasks on each member
* Discuss the concept and design of the mobile application logo
* Discuss the medium for team collaboration
* Discuss the roles and responsibilities of each member
* Discuss the frequency of team meetings (when, where and how)
* AOB (Any Other Business to discuss)

## **Record of the Kick-off Meeting**

**03/10/2016**

**Project Name:** "Bahay" an Android Mobile Application

**Meeting Objective:** To take the first foot forward towards the development of the project by identifying key stakeholders, promoting team collaboration by discussing member inputs and finalizing project scope and timelines.

**Venue:** Room A202 Cornell Institute of Business and Technology

105 Hobson Street, Auckland, New Zealand

**Attended:**

1. Philip John Sepulveda
2. Andre Barretto
3. Jerome Mark Wee

**Agenda:**

* Introduction of project members
  + Philip John Sepulveda – Project manager
  + Jerome Mark Wee – Lead Developer
  + Andre Barretto – Lead Systems Analyst
* Discuss the proposed mobile application
  + Main stakeholders of the application (Tenant, Agent, Landlord, Developers, ABC Realty)
  + Discuss the project concept thoroughly
  + For future release (payment system, search features, Generate PDF)
  + Notification System (payment by weekly, fortnightly, monthly, etc.)
  + News Feed for announcement
  + Include Google maps API
* Finalize the mobile application name
  + “***Niche***” as the final application name
* Finalize the project scope
  + Agreement on the project scope
* Estimate the cost of the project

**Costs:**

|  |  |
| --- | --- |
| Resources | Cost |
| Team Member 1(PM) | $25/hour |
| Team Member 2(DL) | $20/hour |
| Team Member 3(SA) | $20/hour |
| Asset Name | Cost | | Quantity | Sub-total |
| PC | $0.5/hour | | 3 | $420 |
| Webhosting | $50.00/Year | | 1 | $50 |
| Google Play Account Registration | $25.00 | | 1 | $25 |

* Estimate the time to commit on this project
  + The project is to be completed within 6 weeks (11/11/2016)
* Divide the tasks on each member
  + Please refer to the table below
* Discuss the concept and design of the mobile application logo
  + Agreed to use the colors of the Philippine Flag
* Discuss the medium for team collaboration
  + Google docx
  + Email
  + Facebook Messenger
  + Github
  + School class sessions
* Discuss the roles and responsibilities of each member
  + TBD
* Discuss the frequency of team meetings (when, where and how)
  + School class sessions (Tuesday, Wednesday, Friday)
  + Online (Daily)
* AOB (Any Other Business to discuss)
  + Milestones (TBD)

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Assigned to** | **Due Date** |
| Divide tasks to each member | All | 04/10/2016 |
| Discuss the role and responsibilities | All | 04/10/2016 |
| Team Contract(Draft) | Andre | 04/10/2016 |
| Feasibility report | Philip | 10/10/2016 |
| Weighted Scoring Model | Jerome | 09/10/2016 |
| Bar Chart Summarizing Results | Jerome | 10/10/2016 |
| Stakeholder Register | Jerome | 11/10/2016 |
| Stakeholder Management Strategy | All | 12/10/2016 |
| Project Charter | Andre | 13/10/2016 |
| Milestones | Philip | 13/10/2016 |

Date and time of next meeting: 04/10/2016 (Wednesday)

## **Team Contract**

**Project Team Name: Kappatid LLC**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Team Member Name:** | **E-Mail** | **Telephone/Other Contact Info** |
| 1 | Philip Sepulveda | 16047500c@cornell.ac.nz | +64 27 447 1299 |
| 2 | Jerome Wee | 16047569c@cornell.ac.nz | +64 27 382 0054 |
| 3 | Andre Barretto | 16047609c@cornell.ac.nz | +64 27 034 5591 |

1. **Team Structure:**
2. Leadership structure:
   * Project Manager: Philip Sepulveda
   * Lead Developer: Jerome Wee
   * Lead System Analyst: Andre Barretto
3. Decision-making policy:
   * By majority vote
4. Day, time, and place for regular team meetings:
   * Tuesday, 1:40pm – 5:40pm
   * Friday, 1:40pm – 5:40pm
5. Usual method of communication:
   * E-mail
   * Facebook messenger
   * Cellphone
   * Google Docs
6. **Team Procedures:**
7. Method for setting and following meeting agendas:

* Philip Sepulveda, the project manager, will set the agendas for each meeting.
* Team members will be notified through messenger or email.

1. Method of record keeping:

* Andre Barretto or Jerome Wee will record the minutes during the meetings.

1. Procedures in the absence of a team member:

* In the case of an absent team member, the meeting will still push through and all information of the meeting including the minutes recorded shall be sent to the absent member for him to catch up.

1. **Team Participation:**
2. Strategies to ensure cooperation and equal distribution of tasks:
   1. All members must agree upon the assigned task given to them.
   2. The team member must be given notice on what task is being given to him.
   3. After giving notice, the team member must agree on taking up the task before it being assigned to him.
3. Strategies for encouraging/including ideas from all team members (team maintenance):
   1. The Project Manager will create a shared online document through the use of Google Docs in which the members can collaborate and share ideas or inputs.
   2. All members will be given access to the shared online document (Google Docs).
   3. Each member will have their color signature in the shared online document.
4. Strategies for keeping on task (task maintenance):
   1. All members will report their progress on their tasks through e-mail in which the primary receiver of the e-mail will be the Project Manager and the other members will be cc’d.
5. **Personal Accountability:**
6. Expected individual attendance and participation at all team meetings:
   1. Project Manager must always be present in the meetings.
   2. Lead Developer must always be present in the meetings.
   3. Lead System Analyst must often be present in the meetings.
   4. In the event of a member being unable to attend a meeting, he/she must send notice to the other members.
7. Expected level of responsibility for fulfilling team assignments, timelines, and deadlines:
   1. All members will share an equal level of responsibility to all the team tasks and deadlines.
8. Expected level of communication with other team members:
   1. All members must be vigilant in reporting in their status and progress reports through e-mail or messages.
9. Expected level of commitment to team decisions and tasks:
   1. All members must be committed in finishing their tasks and the team’s tasks.
   2. All members must reach a consensus on a decision before moving forward with the said decision.
10. **Certification by team members:**

In appending your signatures below, you are stating that:

1. *You participated in formulating the standards, roles, and procedures of this contract;*
2. *You have agreed to abide by these terms and conditions of this contract;*

|  |  |  |  |
| --- | --- | --- | --- |
| Printed name: |  |  | |
| Signature: |  | Date: |  |
| Printed name: |  |  | |
| Signature: |  | Date: |  |
| Printed name: |  |  | |
| Signature: |  | Date: |  |

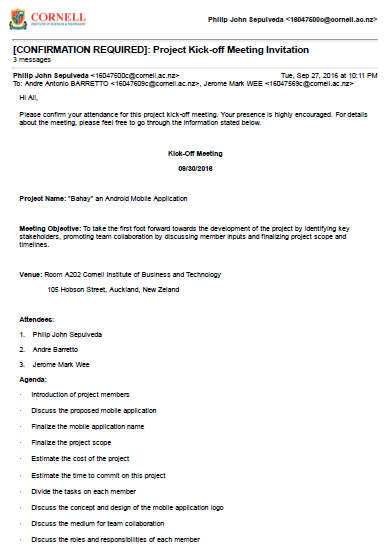
1. **Acceptance of contract by faculty:**

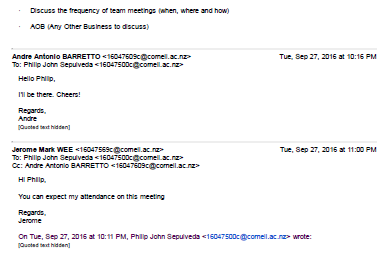
This contract does not take effect until it is accepted by the supervising faculty of senior design as evidenced by their signatures below:

|  |  |  |  |
| --- | --- | --- | --- |
| Printed name: |  |  | |
| Signature: |  | Date: |  |
| Printed name: |  |  | |
| Signature: |  | Date: |  |

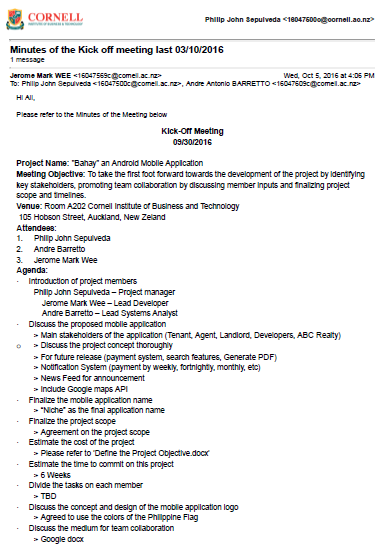
## **Other relevant documents:**

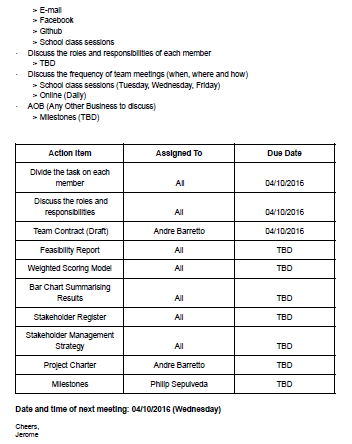
### **Kick-off Meeting invite and Attendee Confirmation:**





### **Record of the meeting:**





# **Task 2: Feasibility Report**

## **Introduction/Background**

Kappatid LLC’s aim is to enable rental property businesses to set a foot forward in the apartment leasing industry by integrating the latest technologies into their business’ existing system.

Nowadays, smart devices are indispensable to majority of our population worldwide. Due to the boundless capabilities that is being incorporated into these smart devices, businesses are beginning to realize the potential and effectiveness of such tool. As a consequence, these businesses invest on mobile application development in order for them to manage their properties with ease and at the same time, maximize their potential in generating more revenue.

Mobile phone applications are a one-stop solution that allows a user to access needed information anytime and anywhere so long as they have internet access on their devices. With that said, businesses can easily track and monitor daily operations with a flick of a finger.

## **Business Objective**

The project’s aim is to deliver a mobile application that will ease the interaction between property managers and their tenants. The end product will allow property managers to set up their business by creating unit (room or house) listings for lease. This will make it easier for them to input tenant information, track tenant payments and due dates, notify tenants for any announcements as well as store contract and tenancy agreements as portable document formatted forms. The existing process are done manually and will be automated through the mobile application. This enhancement will result to property managers doing away with the burden of storing heaps of paperwork and furthermore reducing carbon footprint.

## **Current Situation and Problem/Opportunity Statement**

Most property managers have not yet taken the step forward towards the world of automation. These people have continued running their businesses within their comfort zones. Manual data entry into MS Excel to store tenant information and a logbook to track tenant payments and due dates. Property managers print out templates for contracts and tenancy agreements and manually write down the required tenant details. Furthermore, a bulletin board is made available in common facilities such as the kitchen or the living room in order to make announcements, which will not guarantee that all tenants would be informed, since not all tenants use the common facilities within the apartment. With that being said, Kappatid LLC. discovered the opportunity to provide these property managers leverage in order to do all that with a single mobile application. The said mobile application will make it easier for property managers to enter tenant information and generate contracts and tenancy agreements making them ready to be signed by both parties. It will also be a venue for property managers to make announcements by posting them on the *News Feed* or otherwise called the *bulletin board*.

## **Critical Assumption and Constraints**

The proposed mobile application must be the primary means of communication between property managers and their tenants. The project manager and project teams must ensure that key stakeholders are defined and that they are fully involved with each subject matter aligned to them. The mobile application should also be made available to the tenants so they can receive any announcements and be informed of any payment due dates. The property managers should also be competent enough to learn new technologies and the proposed system for this matter.

## **Analysis of Options and Recommendations**

The project team has come up with three options to address the opportunity:

1. Do nothing. The business is going steady and well, and the current manual system keeps the business running as usual without the proposed project.
2. Design and build an end-to-end mobile application to cater the requirements of the business using software that’s open source and readily available.

## **Preliminary Project Requirements**

The main features of the rental management mobile application include the following:

1. Users should be able to access the mobile application anytime and anywhere as long as the mobile application is installed in a compatible smart device with mobile data.
2. Separate user account logins for property managers and tenants. Each user account will have its limitations, e.g. the property managers can post announcements on the news feed while tenants will only be allowed to view them.
3. Notifications will alert the tenants once they have upcoming rental bills to pay or if the property manager has posted an announcement.
4. Property managers should be able to manage the apartments, chattels and the amenities inclusive of the rental agreement.
5. Other suggested features from the users that may add value to the business.

## **Budget Estimate and Financial Analysis**

An initial estimate cost for the whole project and the first year is $50,000. This amount is based on the preliminary costing created by the Project Manager where the Development Lead works 40 hours per week at the rate of $20/hour same as the Systems Analyst with 40 hours per week at the rate of $20/hour. The Project Manager works 20 hours a week at the rate of $25/hour. The project is expected to be completed within a span of 6 weeks from October 3, 2016 to November 11, 2016. In the course of the completion of the project, a need to outsource services such as webhosting, google play registration fees and other software is required to aid in the completion of the project which amounts to $200.

After the development of the project, maintenance and application support will be made available throughout the life of the application. These application support positions will be handled by Systems Analysts which will be working 40 hours per week at the rate of $20/hour. The Systems Analyst’s responsibilities in supporting the application will be to document any issues and report any defects as well as provide know-how to new users.

The total projected benefits in using the new project is projected to amount to 0 for the first year and $100,000 in the succeeding years since minimal expenditures will be done since the physical paperwork has been deducted from the process. In addition, materials such as printer ink, log books and other materials used in the current system will also be removed as costs.

Exhibit A represents the financial analysis in implementing the new project as well as the estimated outcomes in the next 4 years. It outlines the cost and benefits and presents the net present value (NPV), return of investment (return of investment), as well as the year of payback occurs. As of this representation, the NPV is $96,875.76 and the discounted ROI on a 4-year life of the system is at 68.35%. Payback of ROI is expected within one year. As compared to the current system’s financial analysis in Exhibit B, the 4-year analysis NPV amounts to $43,649.16 with the estimated ROI of 57.69% and a payback of ROI in year 3.

With that being said, the recommended Option would be to go for the proposed project as this will result to substantial savings for the business in the long run.

## **Schedule Analysis**

The project is planned to be completed before the 11th of November, 2016. The system will also be capable of integrating to other modules and features that are currently available in the market, such as, online payment systems and online auction system which is planned to be developed in future releases.

## **Potential Risks**

The team has determined a few risks involved with this project. First to mention would be the transition tasks from the old system to the new system. End users such as the Property Managers as well as their existing Tenants are required to create and setup their own user accounts and will have to get themselves familiar with the current system. Migration of data from the old system to the new system, which means that all data that is currently manually written on paper must be entered into the system database manually as well. This will be prone to human error but can be mitigated by continuous peer reviews, as it will always be good to have a new set of eyes to work on such a tedious task. Users may feel more comfortable using the current system as it is what they have been used to, rather than learning the new system. Finally, tenants not having mobile phones would also be a risk factor since the new system will mean fully automating the current system.

## **Appendices**

## **Exhibit A: Financial Analysis for “Niche” Rental Management Mobile Application**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Discount Rate** | 8% |  |  |  |  |  |
| Project is done in about 6 weeks | **Year** | | | |  |  |
|  | **1** | **2** | **3** | **4** | **Total** |  |
| Cost | 50,000.00 | 40,000.00 | 40,000.00 | 40,000.00 |  |  |
| Discount Factor | 0.93 | 0.86 | 0.79 | 0.74 |  |  |
| **Discounted Costs** | 46,296.30 | 34,293.55 | 31,753.29 | 29,401.19 | **141,744.33** |  |
|  |  |  |  |  |  |  |
| Benefits | 0.00 | 100,000.00 | 100,000.00 | 100,000.00 |  |  |
| Discount Factor | 0.93 | 0.86 | 0.79 | 0.74 |  |  |
| **Discount Benefits** | 0.00 | 85,733.88 | 79,383.22 | 73,502.99 | **238,620.09** |  |
|  |  |  |  |  |  |  |
| Discounted benefits - costs | -46,296.30 | 51,440.33 | 47,629.93 | 44,101.79 | **96,875.76** | **<--NPV** |
| Cumulative benefits - costs | -46,296.30 | 5,144.03 | 52,773.97 | 96,875.76 |  |  |
|  | Payback in Year 1 | | | |  |  |
| **ROI -->** | **68.35%** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Assumption** |  |  |  |  |  |  |
| Costs | # hours |  |  |  |  |  |
| PM (120 hours, $40/hour) | 3,000.00 |  |  |  |  |  |
| DL (240 hours, $35/hour) | 4,800.00 |  |  |  |  |  |
| SAL (240 hours, $35/hour) | 4,800.00 |  |  |  |  |  |
| Outsourced software and services | 200.00 |  |  |  |  |  |
| Total project costs (applied in year 1) | 50,000.00 |  |  |  |  |  |

## **Exhibit B: Financial Analysis for the Current System**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Discount Rate** | 8% |  |  |  |  |  |
| Project is done in about 6 weeks | **Year** | | | |  |  |
|  | **1** | **2** | **3** | **4** | **Total** |  |
| Cost | 50,000.00 | 12,306.00 | 12,306.00 | 12,306.00 |  |  |
| Discount Factor | 0.93 | 0.86 | 0.79 | 0.74 |  |  |
| **Discounted Costs** | 46,296.30 | 10,550.41 | 9,768.90 | 9,045.28 | **75,660.88** |  |
|  |  |  |  |  |  |  |
| Benefits | 0.00 | 50,000.00 | 50,000.00 | 50,000.00 |  |  |
| Discount Factor | 0.93 | 0.86 | 0.79 | 0.74 |  |  |
| **Discount Benefits** | 0.00 | 42,866.94 | 39,691.61 | 36,751.49 | **119,310.05** |  |
|  |  |  |  |  |  |  |
| Discounted benefits - costs | -46,296.30 | 32,316.53 | 29,922.71 | 27,706.22 | **43,649.16** | **<--NPV** |
| Cumulative benefits - costs | -46,296.30 | -13,979.77 | 15,942.95 | 43,649.16 |  |  |
|  | Payback in Year 3 | | | |  |  |
| **ROI -->** | **57.69%** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Assumption for Annual Cost** |  |  |  |  |  |  |
| Costs | # hours |  |  |  |  |  |
| Paper | 72.00 |  |  |  |  |  |
| Printer Ink | 174.00 |  |  |  |  |  |
| Markers | 60.00 |  |  |  |  |  |
| Operational Costs | 12,000.00 |  |  |  |  |  |
| Total project costs (applied in year 1) | 12,306.00 |  |  |  |  |  |

## **Exhibit C: Weighted Scoring Model**

|  |  |  |  |
| --- | --- | --- | --- |
| **Weighted Scoring Model for Niche Apartment Rental Management System** | | | |
| **Criteria** | **Weight** | **Option 1** | **Option 2** |
| Can meet the ROI in one year | 25% | 75 | 95 |
| Integration to new systems | 20% | 80 | 90 |
| Resilience during unfortunate events | 15% | 80 | 90 |
| Has the ability to continue business regardless of location | 20% | 90 | 95 |
| Can reduce carbon footprints on daily operations | 20% | 70 | 95 |
|  |  | 78.75 | 93.25 |

**Legend:**

Option 1 (Current System)

Option 2 (Build end-to-end mobile application system)

## **Exhibit D: Bar Chart**

# **Task 3: Demonstration of Project Strengths**

## **Summarization of Results**

The bar chart in Exhibit D states that Option 1 (Current System) would be a poor choice of investment, primarily because the cost of materials on an annual basis play around a huge amount rather than for Option 2 (Build an end-to-end mobile application) where the business will only have to spend a minimal amount for application support which will result meeting the ROI in one year.

When it comes to the availability, Option 1 is considered to have the least weighted score. Option 2 will allow the users to access the system anytime and anywhere as long as they have the mobile application installed in their smart devices having internet access. Which is a leap forward compared to Option 1 where the users will have to personally meet in the property manager’s office to fill up paper forms.

In addition, the flexibility is also one thing to consider. A perfect scenario for this would be if the property manager would need to integrate a new module to the system to satisfy the need for the business. With the aid of the technologies used in Option 2, the system will allow the user to integrate to other modules such as payment system and geographical APIs that are open-source.

Furthermore, resilience has been considered as a critical factor on this project. Option 1 involves the property manager doing heaps of paper work which can be prone to human errors which can cause the business losing revenue when done erroneously and can also mislay such documents if an unfortunate event occurs. With Option 2, it will allow the business to be resilient if unfortunate events occur, since the data are stored in an online database on one of the best web hosting servers that is geographically located outside the country.

The last criterion would be the reduction of carbon footprints. Option 1, produce a high level carbon footprint since paper materials are used. Option 2 satisfies the direction to reduce carbon footprint by using paperless transactions.

# **Task 4: Stakeholder Analysis**

## **Stakeholder Register**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position** | **Internal/External** | **Project Role** | **Contact Information** |
| Philip John Sepulveda | Project Manager | Internal | Project Manager | [philip\_sepulveda@kappatidLCC.com](mailto:philip_sepulveda@kappatidLCC.com) |
| Jerome Mark Wee | Development Lead | Internal | Lead Developer | [jerome\_wee@kappatidLCC.com](mailto:jerome_wee@kappatidLCC.com) |
| Andre Antonio Barretto | Systems Analyst Lead | Internal | System Analyst | [andre\_barretto@kappatidLCC.com](mailto:andre_barretto@kappatidLCC.com) |
| Property Manager | Client | External | Advisor | [landlord@client.com](mailto:landlord@client.com) |
| Tenant | Client | External | Advisor | [tenant@client.com](mailto:tenant@client.com) |
| Sonia Gul | Business Analyst | Internal | Project Sponsor | [sonia@cornell.ac.nz](mailto:sonia@cornell.ac.nz) |
| Shuaib Memon | Business Analyst | Internal | Project Sponsor | [shuaib@cornell.ac.nz](mailto:shuaib@cornell.ac.nz) |

## **Stakeholder Management Strategy**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Level of Interest** | **Level of Influence** | **Potential Management Strategies** |
| Philip John Sepulveda | High | High | Philip is one of the key members of the Kappatid LLC. He has the Leadership skills and has the ability to manage the project. |
| Jerome Mark Wee | High | High | Jerome’s skills and experience in development will help provide a quality end product. |
| Andre Antonio Barretto | High | High | Andre’s expertise and experience will help provide insights to the project as a subject matter expert of the project as well as the business. |
| Property Manager | Low | High | Property Manager will be busy on their day to day activities and can’t afford to waste time on this proposed project but has the ability to implement this on the market |
| Tenant | Low | Low | Tenant doesn’t like the change in the system and is contented with the current system. The tenant is one of the persons that will benefit on this project. |
| Sonia | High | Low | Sonia is one of the sponsors of this project. She’s interested in the success of the project and thinks the company will profit on this. |
| Shuaib | High | Low | Shuaib is one of the sponsors of this project. His interests lean towards innovating the system and is highly needed throughout the development of the project. He also provides valuable inputs to the project. |

# **Task 5: Project Charter**

## **Background**

Nowadays, smart devices are indispensable to a majority of the worldwide population. Due to the boundless capabilities that is being incorporated into these smart devices, businesses are beginning to realize the potential and capabilities of such tool. As such, businesses are investing more budget into mobile applications to increase advertisements, ease the communication flow between the company and its customers and generate more profit.

The project’s aim is to deliver a mobile application that will ease the interaction between property managers and their tenants. The end product will allow property managers to set up their business by creating unit (room or house) listings for lease. This will make it easier for them to input tenant information, track tenant payments and due dates, notify tenants for any announcements as well as store contract and tenancy agreements.

## **Goals**

* To finish the project in a span of 6 weeks
* To have a working database for the application to use
* To have a working application at the end of the project timeline

## **Scope**

The aim of the project is to deliver a mobile application that will ease the interaction between property managers and tenants. The end product will allow property managers to set up their business by creating unit (room or house) listings for lease. On the other hand, the property managers and tenants will be able to set up a user profile and search for unit vacancies on a specific location or based on their desired search filters. The project will be completed within a span of 7 weeks. Added to the features of this project will be the News Feed, this feature will allow property managers to make announcements through the mobile application so all tenants will be informed. The mobile application will also generate and keep Portable Document Formats of contracts and tenancy agreements.

## **Key Stakeholders**

|  |  |
| --- | --- |
| Project Client | Kappatid LLC |
| Project Sponsors | Shuaib Memon/Sonia Gul Ph.D |
| Project Manager | Philip Sepulveda |
| Project team members | Jerome Wee and Andre Barretto |

## **Project Milestones**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone No.** | **Milestone** | **Mandatory/Optional** | **Completion Date** | **Verification** |
| 01 | Project Start | Mandatory | 12/09/2016 | Sponsor Approval |
| 02 | Complete Gathering Requirements | Mandatory | 19/09/2016 | Sponsor Approval |
| 03 | Complete Design | Mandatory | 26/09/2016 | Sponsor Approval |
| 04 | Complete Coding | Mandatory | 31/10/2016 | Sponsor Approval |
| 05 | Complete Testing | Mandatory | 04/11/2016 | Sponsor Approval |
| 06 | Complete Implementation | Mandatory | 09/11/2016 | Sponsor Approval |
| 07 | Project End | Mandatory | 11/11/2016 | Sponsor Approval |

## **Project Budget**

The estimated budget for this project will amount to $50,000 according to the calculations of the cost of the salary and resources.

## **Constraints, Assumptions, Risks and Dependencies**

|  |  |
| --- | --- |
| Constraints |          Short timeframe that was given to the team. |
|          Limited meetings with project sponsor. |
|          Limited availability of resources, such as laptops and other software necessary in completing the project. |
| Assumptions |          All members will commit some of their time into creating the project. |
|          All members will give viable and constructed input in documenting the project. |
| Risks and Dependencies |          A Database must be created first and foremost. |
|          The Android Application must connect to the database through the internet. |
|          All queries must be in working order. |
|          All codes must be in working order. |

## **Approval Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Kappatid LLC  Project Client  Date signed: |  | Sonia Gul Ph.D/Shuaib Memon  Project Sponsor  Date signed: |  | Philip Sepulveda  Project Manager  Date Signed: |