PROJECT CHARTER

TITLE: LIBRARY MANAGEMENT SYSTEM

INTRODUCTION:

Our Library Management System is a comprehensive software solution designed to streamline and enhance the operations of a library. The system provides a user-friendly dashboard that simplifies tasks for both library staff and user. Within the dashboard, users can access key functionalities such as searching for books, borrowing books, and returning books. This system aims to make library management more efficient, making it easier for users to find and check out books while also enabling library staff to maintain accurate records and track inventory effectively.

OBJECTIVES:

1. To develop a user-friendly and efficient LMS software that streamlines library operations.

2. To implement features that will reduce the time spent on manual cataloging, decrease the average check-out time and improve resource availability tracking.

3. To create a system that aligns with modern library standards and can be implemented within the allocated budget and timeline.

4. To enhance the user experience for both library staff and users, making resources more accessible and improving library services.

EXPECTED OUTCOMES OR DELIVERABLES:

- Fully functional LMS software with features for searching for book, borrowing books, Returning books, and resource tracking.
- Reduced manual workload for library staff.
- Improved user experience for library users.

SCOPE AND LIMITATION

Application Scope

The CSU Library featured and offered a new developed system of providing quality service through online website applicable to the new and old students or probably they will have a personal visit to the library to borrow books they desired to.

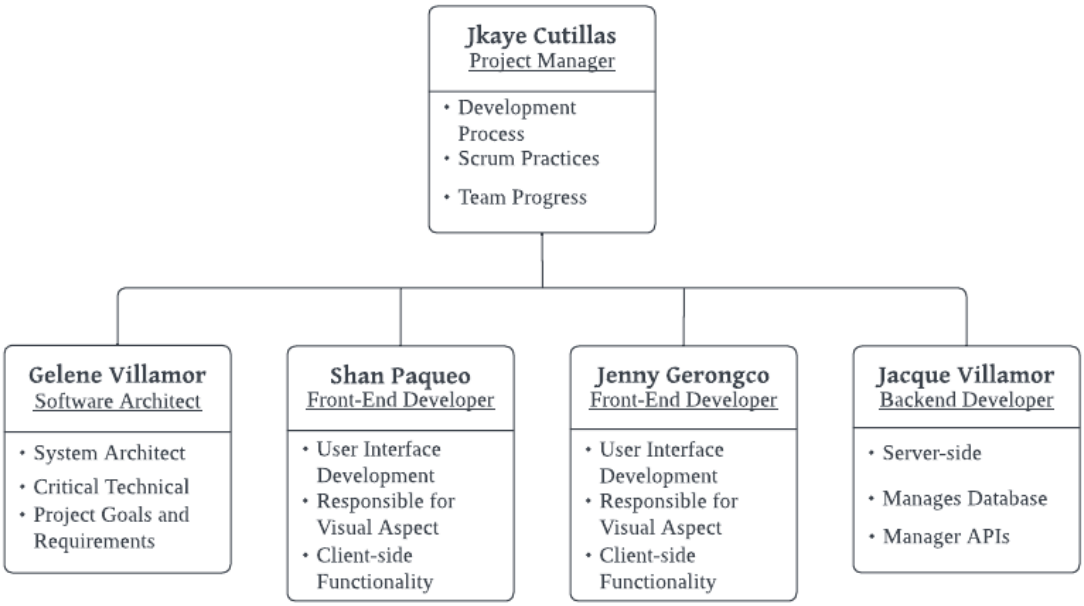
Location Scope

This developed system will be benefited by all the students under of Caraga State University and to those who were permitted visitors for borrowing books from the library.

Target Scope

The target of this new developed system is to provide students a high-quality education and assistance for making them learn more by this service platform.

STRUCTURAL ORGANIZATION:



ESTIMATED TIMELINE:

1. Planning and Analysis (Week 1)

•Define project scope and objectives

•Gather requirements from stakeholders

•Create system flowchart and use case diagram

•Develop project plan and timeline

•Obtain project approval and resources

2. Design (Week 2)

•Develop class diagram and object diagram

•Design database schema and relationships

•Create user interface wireframes and design

•Review and refine design with stakeholders

3. Development (Week 3)

•Set up development environment

•Implement core functionalities

•Integrate database and perform unit testing

•Develop prototype for user interface

•Continuously refine based on feedback

4. Testing and Quality Assurance (Week 4)

•Conduct integration testing and system testing

•Perform usability and acceptance testing

•Identify and rectify bugs and issues

5. Documentation and Training (Week 5)

•Create user manuals and system documentation

•Provide support resources and materials

•Develop project plan and timeline

•Finalize all project-related documentation

6. Evaluation and Closure (Week 6)

•Evaluate project success against objectives

•Conduct lessons learned session

•Obtain formal project closure and sign-off

•Archive project documentation and resources

RISKS and CHALLENGES

1.Resource Shortages:

Risk: Insufficient human or material resources can delay the project.

Mitigation: Regularly monitor resource allocation and have contingency plans in place to address shortages. Cross-train team members for flexibility.

2.Scope Creep:

Risk: Expanding project scope beyond the initial plan can lead to budget overruns and delays.

Mitigation: Clearly define the project scope, have a formal change control process, and regularly review and communicate any scope changes.

3.Technical Challenges:

Risk: Complex technical issues can arise during implementation.

Mitigation: Conduct thorough technical assessments, involve subject matter experts, and allocate extra time for addressing technical challenges

4.Stakeholder Disagreements:

Risk: Differences in stakeholder priorities and opinions can disrupt the project.

Mitigation: Establish a communication plan to engage stakeholders and address conflicts proactively. Clearly define roles and responsibilities.

5.Market Changes:

Risk: Shifts in market conditions can affect project viability.

Mitigation: Continuously monitor the market, adapt the project as needed, and have backup plans to pivot if necessary.

6.Quality Control Issues:

Risk: Poor quality work can result in rework and project delays.

Mitigation: Implement rigorous quality control processes and conduct regular quality assurance checks.

7.Communication Breakdown:

Risk: Inadequate or unclear communication can lead to misunderstandings and errors.

Mitigation: Establish a robust communication plan, regular meetings, and reporting mechanisms to ensure all team members are informed and aligned.

8.Regulatory Changes:

Risk: Changes in regulations or compliance requirements can impact the project.

Mitigation: Stay updated on regulatory changes, incorporate compliance measures, and adapt the project accordingly.

9.External Dependencies:

Risk: Relying on external partners or vendors can introduce uncertainty.

Mitigation: Establish Service Level Agreements (SLAs), maintain open communication, and have contingency plans for delays.

10.Financial Risks:

Risk: Budget constraints or unexpected costs can threaten project success.

Mitigation: Carefully manage the project budget, set aside contingencies, and conduct regular financial reviews.

These risks and mitigation strategies are just a starting point. Each project is unique, so it's essential to conduct a thorough risk assessment and develop a comprehensive risk management plan tailored to the specific project's needs and challenges. Regular monitoring and adjustments are key to ensuring the project's success

ELICITATION TECHNIQUE

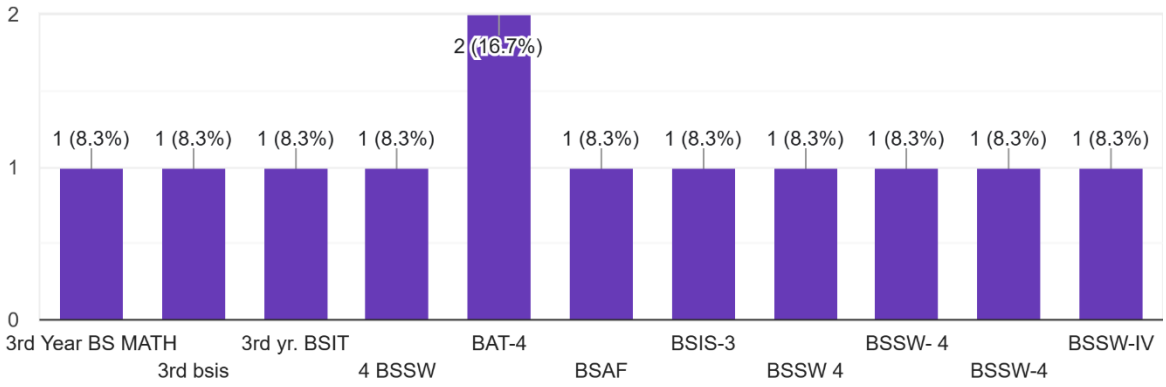
Problem Statement:

Our software project aims to address the issue of inefficient library management within our university. The existing system lacks organization, making it difficult for students and staff to find and borrow books efficiently.

LIBRARY MANAGEMENT SYSTEM EFFICIENCY SURVEY

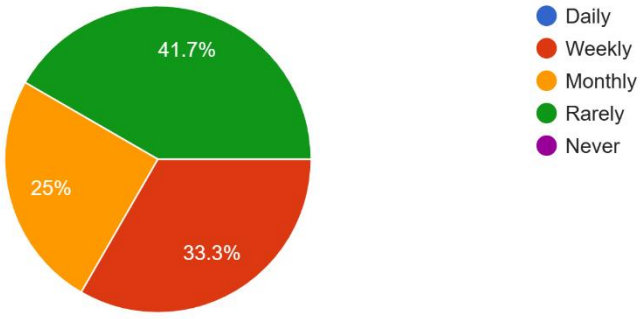
Year and Program:

12 responses



1. How often do you use the university library's services?

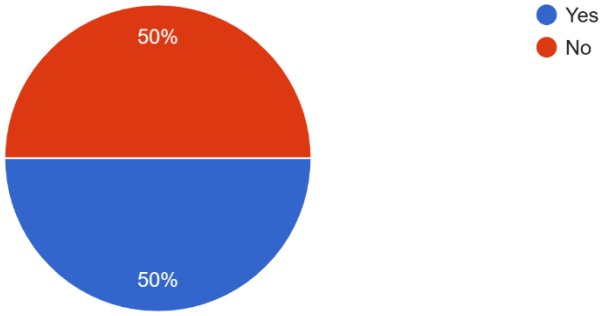
12 responses



Approximately 41.7% of the surveyed students use the university library's services rarely, while 33.3% use them weekly, and 25% go to the university library monthly. This indicates a mix of frequent and infrequent library users.

2. Have you ever experienced difficulty in finding a specific book in the library?

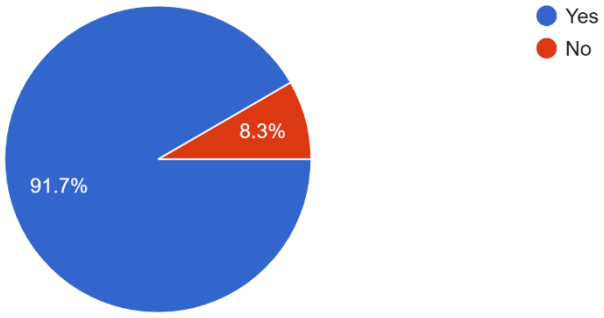
12 responses



Half of the respondents (50%) have experienced difficulty in finding a specific book in the library, suggesting that there is room for improvement in organizing the library's collection.

3. Do you think this library's digital catalog is user-friendly and helps in locating books?

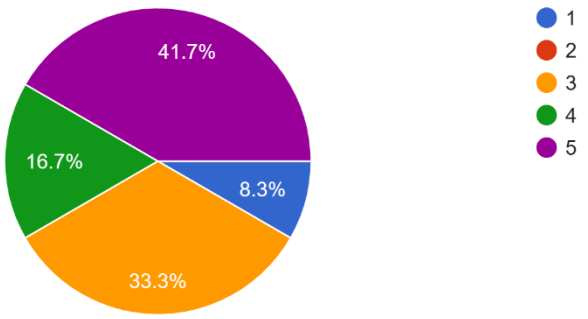
12 responses



A significant majority of students (91.7%) find the library's digital catalog to be user-friendly, indicating that it serves its purpose effectively.

4. How important is it for you to have an online reservation system for library books? (1 being not important, 5 being very important)

12 responses



Most students (75%) consider an online reservation system for library books to be important or very important, with 41.7% rating it as very important. This highlights a strong demand for such a feature.

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5. Are there any additional comments or suggestions you would like to share about the library's current management system?

12 responses

None
Nothing
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Nothing
No
N/A
none

Interestingly, all surveyed students provided no additional comments or suggestions about the library's current management system, which may suggest that they are generally content with its current state.

In conclusion, while the library's digital catalog is well-received, there are issues with book availability and the need for an online reservation system. To improve library efficiency, addressing these concerns and potentially increasing engagement with the library's services should be considered in the future development of the Library Management System.