



Melbourne Parking Analysis PROJECT CHARTER



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Sponsor: Anton Wong
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Author: Alana Tobgui

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Document Control

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Amendment History

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Staff or Entities Consulted

Name	Position / Organization
Alana Tobgui	Scrum Master, DDS
Yasiru Kodikara	Development Team Member, DDS
Klarke Douvin Higuait Rueda	Development Team Member, DDS
Anton Wong	Product Owner, DDS

Add rows as needed. If not relevant, enter N/A.

Related Documents

Name	Author	Description
Gantt Chart	Alana Tobgui	Estimated Timeline for Deliverables

Add rows as needed. If not relevant enter N/A.

Preface

The purpose of this document is to outline the Charter for Melbourne Parking Analysis. It serves as an agreement between the project team, the sponsor and the supervisor. It outlines the project's purpose and how the project will be approached, resourced, managed and delivered. Any amendments after this document has been signed off will be via addenda.

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1 Project Summary

The project agreed upon by VicRoads and Data Design Solutions involves data analysis on a metropolitan Melbourne car park dataset. The team at DDS aims to bring into the scope an advisory and technical solution to the issue of carpark funding allocation by VicRoads. DDS aims to analyse the dataset in order to advise it's Project Sponsor, Anton Wong, on the highest priority carpark spaces around Melbourne, while also widening the project scope to include a publicly available web application to inform the public on the official response of VicRoads as a result of the advisory deliverables.

2 Project Sponsor

The project sponsor is Anton Wong of VicRoads. He is the Senior Accountant/Lead of their finance team and requires consultation about opportunities to funnel funding into new carpark spaces in and around the city of Melbourne.

3 Stakeholders and End Users

The key VicRoads stakeholders are Anton Wong and Robyn Seymour. Robyn Seymour aims to improve public image of VicRoads by increasing the accessibility of parking spaces around metropolitan Melbourne, which will positively impact his reputation as CEO of VicRoads. This will also set a new defining theme in their annual report, as they conclude the major East Road Development venture. Furthermore, Anton Wong aims to improve the allocation of company funding so that adequate funds are funnelled into the most needed areas of development and business. This will, in turn, prevent unnecessary expenses being used or allocated in areas that are not currently of high priority.

Other Stakeholders include the implementation team of Data Design Solutions© (DDS). For this project, the team includes Scrum Leader, Alana Tobgui, and the Implementation Team, Yasiru Kodikara and Klarke Douvin Hlguit Rueda. They aim to provide an agile solution to VicRoads, and present high-quality deliverables in a timely manner. This will open up new avenues for DDS in the infrastructure and city-planning sector, allowing them to diversify their company portfolio.

The internal End User is Anton Wong, who will use the results of the analysis to make an informed decision on carpark funding allocation. Other end users include the general driving public, who are the target demographic of the web interface to be implemented by the development team at DDS. This will inform the general public of changes in their parking options around Metropolitan Melbourne in a simple, easy to read format.

4 Appointment of Project Leader

The project leader is Alana Tobgui. The project leader was appointed as she has had experience in leading other teams in Software Design, and in international NASA funded competitions (such as the International Space Settlement Design Competition). She also has had minor experience as an advisory analyst on cybersecurity compliance in Superannuation.

5 Project Team Members

The project team members and their respective roles are:

Scrum Master: Alana Tobgui

Product Owner: Anton Wong

Development Team: Klarke Douvin Hlguit Rueda, Yasiru Kodikara

6 Project Methodology and Approach

The team location is based at RMIT University, with most collaborative phases being online through Microsoft teams, and file sharing through applications such as Github and Google Drive.

The process being followed is the Agile Software Development Model. This approach is chosen as to first allow the iterative production of analysis and implementation. This mode is best used for a web application, since the basic frame can be implemented during the earlier sprints, alongside the earlier steps of data analytics (such as cleaning, transforming, exploration). During the later sprints, analysis and advisory documentation can then be developed, and the response of the Project Sponsor will fuel the final sprint of filling in the relevant information on the publicly accessible website.

7 Project Governance

The Governance model is as follows:

For internal project management, the team will follow a strict, scrum-based model. There will be daily standups, where users will report what they have achieved in the past day, any relevant issues they faced, and their plan for the current day performance. Each sprint will also undergo a planning and review stage so that.

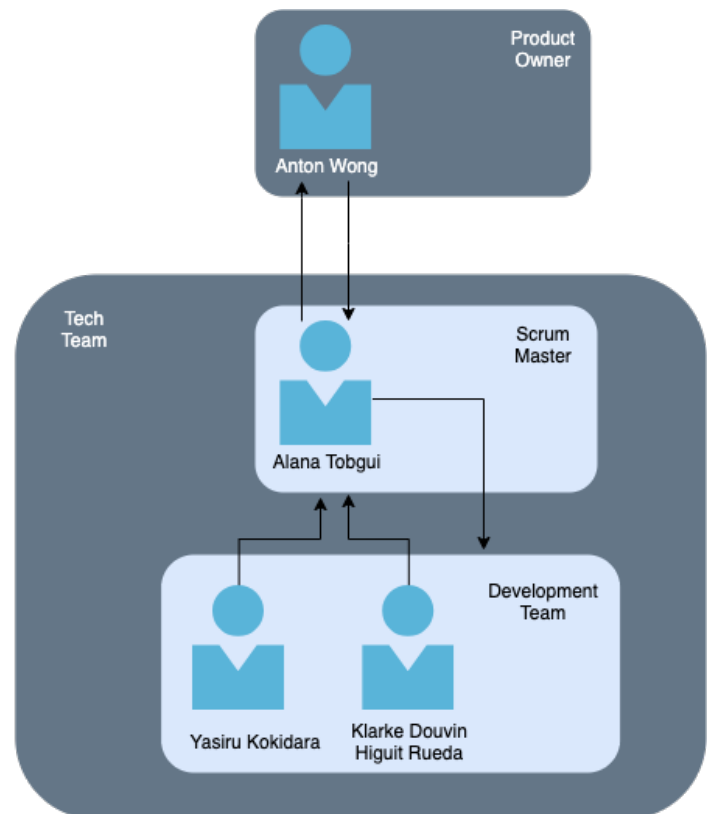
Decisions will be made via the daily standups, and further enquiries outside of these meeting times will be discussed in the group discussion channel in Microsoft Teams. The Product Owner is also consulted in this chat log and will attend the daily standups also.

Issues and risks preventing the progression of the deliverables will be discussed within these same settings. If a team member cannot resolve a certain issue, other members will participate to resolve it in a timely manner. For issues surrounding 'Scope Creep', these will be discussed with the product owner, to determine the priority of the task and the specific functional requirements of the task. This will subsequently determine whether the task can be implemented during the current sprint or will be implemented during a later sprint.

While all team members are expected to be able to work independently on their tasks, escalations of any nature will reach the Scrum Master, who will make an executive decision on the matter. This will ensure that the project is able to move along relatively smoothly and also give direction to all other team members.

The hierarchy of the Data Design Solutions© team, and its relationship to the product owner is shown below in figure 1.

Figure 1
Project Hierarchy



8 Project Scope & Deliverables

The team at DDS© and VicRoads have agreed on a project with both Technical and Advisory Deliverables. The Development team will first clean, transform and analyse the parking data that has been collected in order to advise VicRoads on areas of parking around Melbourne that require the most attention by their services. This will ensure that they can consider the best possible outcomes for their allocation of funding towards roadworks for the upcoming financial year. This advisory deliverable will be in the form of a Data Analysis Report, which will be divided into two sections: the first being a technical explanation of how the conclusion was reached, and the second will be an advisory section, written in layman terms to state the findings and conclusions to VicRoads.

The technical deliverable is a simple, static website that will advertise the basic findings of the analysis, and the approach that VicRoads will take in response to the report findings. This will be delivered to VicRoads as a basic build file, so that they may host the website, and that DDS may be the primary source of contact for modifications and upkeep of the product. This website will be incorporated into VicRoads public relations campaign for the coming financial year.

All deliverables will be signed off by the sponsor/stakeholder (as decided and detailed above, in Project Governance).

The current trajectory of the project can be seen below in figure 2. This form gives leeway for the addition of minor tasks or functionalities requested during the scope of the next 6 weeks.

Figure 2
Gantt Chart

