PROJECT CHARTER for
Exam Retake Scheduling System

A capstone software project focused on designing a capacity-aware, URL-based scheduling system for academic exam retakes.

Prepared for
DeSales University
Department of Science
Attn: Professor Dr. Pranshu Gupta

Prepared By
Sasha Crawford
sc3908@desales.edu

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EXECUTIVE SUMMARY

This project is the implementation of an system scheduler specifically for academic exam retakes. It is URL-based and takes into consideration capacity and time constraints to streamline the process. The proposed system allows administrators to create structured retake sessions with defined capacity limits, while enabling students to select available time slots that fit their individual schedules. By automating the scheduling process, the system reduces manual coordination and improves the overall efficiency and reliability of exam retake management.

PROJECT PURPOSE

The purpose of this project is to design and implement a system that enforces capacity constraints for exam retake appointments. The system created will provide administrators the ability to manage exam retake systems on a reliable resource. The Exam Retake Scheduler is designed to enforce capacity limits and reduce the possibility of overbooking without requiring manual interference. It also includes a feature that allows students to independently schedule appointments through a shared interface.

BUSINESS OBJECTIVES

The business objectives of this project are as follows:

- Reduce the need for manual scheduling of exam retake appointments
- Provide a reusable scheduling solution for multiple academic departments
- Prevent overbooking of retake sessions

PROJECT DETAILS

The Exam Retake Scheduler will be a web-based application that is specifically designed to support capacity-limited sessions. Administrators will be able to modify each session based on the availability, number of appointments and other departmental requirements. The system will track each available time slot and update as slots are taken in order to prevent overbooking.

Students will access retake sessions through a department-specific URL that shows available time slots to retake their exam. Students will be able to select and schedule an exam retake without having to go through a log-in process. This will simplify the process of scheduling exam retakes.

REQUIREMENTS

The requirements of this project include:

- Administrative creation of retake sessions
- Allow administrators to create capacity limits for appointments
- Allow students to view available slots through a shared URL interface
- Prevent overbooking
- Present a message when bookings are filled

SCOPE STATEMENT

The scope of this project includes the design and implementation of a web-based scheduling system specifically for exam retakes. It limits each time slot to a specific capacity and allows students to book available appointments through a department specific URL. This project does not include an integration with student based Microsoft accounts or a mobile application component.

DELIVERABLES

The project deliverables include:

- Project charter
- GitHub version control documentation
- 2 Prototypes
- A functional application
- User Instructions

ESTIMATED SCHEDULE

Project Milestones and/or Phases	Estimated Completion Date
Start of Project	Early Feb
Planning and Proof of Concept	2 Feb
Prototype 1	16 Feb
Prototype 2	20 March
Final Implementation and Documentation	Early April
End of Project	17 April

PROCUREMENTS

Description	Source	Estimated Cost
Development Computer	Personal	0
GitHub (Version Control)	GitHub	0
Web Hosting / Deployment	Vercel	0

RISKS

Implementation: Implementing capacity restrictions and time constraints may require more development. The risk will be mitigated by focusing on the primary functionality of the program and developing features incrementally.
Time constraints: Due to deadlines, it may be difficult to implement additional optional features. This will be mitigated by prioritizing the main functionality and staying within lines of the project scope.
Hosting: The hosting environment and configuration may create unexpected issues that require more time. This will be mitigated by testing functionality of the program locally and adapting to deployment.

COMPLETION CRITERIA

The Exam Retake Scheduler will be considered complete once the web=based program is available for administrators to create multiple exam time slots with time and capacity constraints and students are able to book appointments through a department based URL.

DEFINE PROJECT SUCCESS

Project success is defined as:

- Users can access exam retake sessions via a unique URL
- Time slots enforce capacity limits
- Students can successfully book available time slots
- The system operates reliably during demonstration and testing

ASSUMPTIONS

- Users have access to the internet and an up to date web browser
- Administrators accurately input time slot data
- The system is specific for exam retakes
- Hosting and development are consistent with uptime

CONSTRAINTS

- Fixed academic deadlines
- Multiple course projects
- Limited scope due to time and academic requirements

PROJECT AUTHORIZATION

Date: _____

By initialing each page and signing below, I _____, the Project Sponsor, approve the project described herein and authorize it to begin.

By: _____
Signature of Project Sponsor

_____
Project Sponsor Printed Name