## Project Charter

1. General Information

*Provide basic information about the project including: Project Title – The proper name used to identify this project; Project Working Title – The working name or acronym that will be used for the project; Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project; Proponent Agency – The agency that will be responsible for the management of the project; Prepared by – The person(s) preparing this document.*

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| Project Title: | Asia Pacific College Violation System | Project Working Title: |  |
| Proponent Secretary: |  | Proponent Agency: |  |
| Prepared by: | John David L. Solomon |  |  |

**Points of Contact**

List the principal individuals who may be contacted for information regarding the project.

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| ***Position*** | ***Title/Name/Organization*** | ***Phone*** | ***E-mail*** |
| Project Sponsor | Asia Pacific College | (02) 852 9232 | admissions@apc.edu.ph |
| Program Manager | John David L. Solomon | (63) 906 234 0589 | jlsolomon@student.apc.edu.ph |
| Proponent Cabinet Secretary |  |  |  |
| Proponent Agency Head |  |  |  |
| Customer (User) Representative(s) |  |  |  |
| Other |  |  |  |

1. Executive Summary

*An Executive Summary is required when Sections C thru G of the charter are excessively long. In two or three paragraphs, provide a brief overview of this project and the contents of this document.*

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1. Project Purpose

*Explain the business reason(s) for doing this project. The Project Purpose (the Business Problem and Project Business Objectives) is in the Project Proposal, Section B.*

*1. Business Problem*

*The Business Problem is a question, issue, or situation, pertaining to the business, which needs to be answered or resolved. State in specific terms the problem or issue this project will resolve. Often, the Business Problem is reflected as a critical business issue or initiative in the Agency’s Strategic Plan or IT Strategic Plan.*

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1. Project Business Objectives

*Define the specific Business Objectives of the project that correlate to the strategic initiatives or issues identified in the Commonwealth or Agency Strategic Plan. Every Business Objective must relate to at least one strategic initiative or issue and every initiative or issue cited must relate to at least one project business objective.*

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| ***Commonwealth or Agency Strategic Plan – Initiative or Critical Issue*** | ***Project Business Objectives*** |
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#### Assumptions

*Assumptions are statements taken for granted or accepted as true without proof. Assumptions are made in the absence of fact. List and describe the assumptions made in the decision to charter this project.*

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| Dress Code Violation – The blue paper will no longer be necessary as this will be recorded onto the database  Students – The students will be more aware of their violations that are addressed to them. The most common violation is the dress code violation. |

#### Project Description, Scope and Management Milestones

* 1. ***Project Description***

*Describe the project approach, specific solution, customer(s), and benefits. The Project Description is located in the Project Proposal, Section C.*

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| Asia Pacific College is a premier educational institution that aims to develop well equipped-graduates. Aside from comprehensive educational programs, discipline and training plays a huge role in molding the students into young professionals. This is accomplished through setting rules and regulations to cultivate the students’ a genuinely good and professional character. A violation is issued to students who disobey or defy these rules. The process of issuing violations is the foundation of discipline and character in Asia Pacific College.  Most of these violations are issued by the school guards. To issue the violation, guards tell the student the rules they violate, ask them to write their name, student id, course and section twice, and write the nature, date and time of violation. This is a tedious and time-consuming task both for the issuer and the student. Cancelling a violation is another difficult task. Students must consult the Disciplinary Office and if the cancellation is approved, show the violation slip issued. This means that once the violation slips from the guards are submitted to the Disciplinary Office, the officer-in-charge must find and countersign the violation slip issued by guard to complete the cancellation process.  Shifting the attention to the students, lack of notification or information has always been denounced by the students. Most students who receive sanctions states that the sanctions are either unexpected or mistaken. There is no way for the students to track the number and nature of violations.  The project aims to address these issues and alleviate the burden of the students, issuer and Discipline Office. Students, guards, and the Discipline Office can use the app to perform appropriate functions. The guards can easily issue violations to the students, students can view the violations issued to them and the Discipline Office can issue, cancel and view violations. Students are notified through SMS whenever a violation is added to their account. The app can improve the speed, efficiency and accuracy of issuing violations.  To issue a violation, the guard or the Discipline Office must enter the student’s id number, student’s name, student’s mobile number and the nature of the violation. Once submitted, a timestamp is automatically added to the record. Students would then receive a SMS notifying them of the violations issued to them.    The Discipline Office handles cancellations of violations. The Discipline Office can delete violations using the student’s ID number. The violations issued to the student within the day are then deleted.    The students and the Discipline Office can view violations by searching using the Student’s ID number. If search is successful, the student’s last name, first name, course and photo are displayed alongside the records of violations issued to them. |

1. **Scope**

The Project Scope defines all of the products and services provided by a project, and identifies the limits of the project. In other words, the Project Scope establishes the boundaries of a project. The Project Scope addresses the who, what, where, when, and why of a project.

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| Who – Asia Pacific College/Discipline Office/Guards/Students  What – Mobile Violation System  Where – The application can only be utilized in Asia Pacific College.  Why – The current way of how Asia Pacific College handles violations. |

1. **Summary of Major Management Milestones and Deliverables**

Provide a list of Project Management Milestones and Deliverables (see Section E of the Project Proposal Document). This list of deliverables is not the same as the products and services provided, but is specific to management of the project. An example of a Project Management Milestone is the Project Plan Completed.

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| *Event* | *Estimated Date* | *Estimated Duration* |
| *Project Charter Approved* |  |  |
| *Project Plan Completed* |  |  |
| *Project Plan Approved* |  |  |
| *Project Execution – Started* |  |  |
| *Project Execution Completed* |  |  |
| *Project Closed Out* |  |  |

1. Project Authority

Describe the authority of the individual or organization initiating the project, any management constraints, management oversight of the project, and the authority granted to the Project Manager.

1. ***Authorization***

Name the project approval authority that is committing organization resources to the project. Identify the source of this authority. The source of the approval authority often resides in code or policy and is related to the authority of the individual’s position or title.

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1. ***Project Manager***

Name the Project Manager and define his or her role and responsibility over the project. Depending on the project’s complexities, include how the Project Manager will control matrixed organizations and employees.

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1. ***Oversight***

Describe the Commonwealth or Agency Oversight controls over the project.

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1. **Project Organization**

**1. Project Organization Chart**

*Provide a graphic depiction of the project team. The graphical representation is a hierarchal diagram of the project organization that begins with the project sponsor and includes the project team and other stakeholders.*

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# 2. Organization Description

*Describe the type of organization used for the project team, its makeup, and the lines of authority.*

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# Roles and Responsibilities

Describe, at a minimum, the Roles and Responsibilities of all stakeholders identified in the organizational diagram above. Some stakeholders may exist whom are not part of the formal project team but have roles and responsibilities related to the project. Include these stakeholders’ roles and responsibilities also.

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1. Resources

Identify the initial funding, personnel, and other resources, committed to this project by the project sponsor. Additional resources may be committed upon completion of the detailed project plan.

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| ***Resources*** | ***Allocation and Source*** |
| *Funding* |  |
| *Project Team (Full and Part Time Staff)* |  |
| *Customer Support* |  |
| *Facilities* |  |
| *Equipment* |  |
| *Software Tools* |  |
| *Other* |  |

1. Signatures

The Signatures of the people below document approval of the formal Project Charter. The Project Manager is empowered by this charter to proceed with the project as outlined in the charter.

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| ***Position/Title*** | ***Signature/Printed Name/Title*** | ***Date*** |
| Proponent Cabinet Secretary  (as required) |  |  |
| Proponent Agency Head |  |  |
| Project Sponsor (required) |  |  |
| Program Manager |  |  |
| Project Manager (required) |  |  |
| Other Stakeholders as needed |  |  |
| Other Stakeholders as needed |  |  |