## **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:*** | Inventory Management System for Hirac with Analytics | ***Project Working Title:*** | Inventory Management System for Hirac with Analytics |
| ***Proponent Secretary:*** | Antonio Miguel Lu | ***Proponent Agency:*** |  |
| ***Prepared by:*** | Antonio Miguel Lu |  | Antonio Miguel Lu |

***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* |  |  |  |
| *Program Manager* | Ray Miguel Hidalgo | +639054882851 | rshidalgo@student.apc.edu.ph |
| *Project Manager* | Ray Miguel Hidalgo | +639054882851 | rshidalgo@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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| Based on the interviews, the client’s business manual inventory management have a bid toll in their operations. There are three scenarios where business handles a customer order. First is that when the item ordered is available in the business inventory, it is successfully transacted. Secondly, when the item is not available in the inventory but is on the warehouse, the sales representative notifies and prompts the customer if they are willing to wait for the delivery of the ordered item within two to three days. If they are, the order is successfully transacted. Lastly, if both is not available, the business has no option but to contact other branches to fill in for the customer order, which is a disadvantage for the client’s business. With these scenarios, the proposed system aims to efficiently manage the inventory, where the business will always have the item on stock, or if not, the business can easily resupply it |

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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#### **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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| The project is all about integrating an automated inventory management system to the client’s business. Since the manual operations causes error to the transactions of customer order, the team proposed this system to resolve the impending problem. The team will implement an inventory management system and add a point of sale system, that will be used as a basis of the inventory.    With this proposed project, the business will be able to utilize their inventory management more efficiently. Making the inventory updated all the time will mean that customers will always get the products they want.    *The benefits of the projet to the business are: more efficient inventory management, less human errors, more organized inventory, and all the features of the system.* |

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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| The scope of the project will only cover the branch of Hirac in Bicutan. This is to test out the system, before deploying it to the other branches. For the time being, the system will only handle all the products in the said branch. It will also handle inventory and point of sale features. Any features will be added in the future, if the client said so.    *The project is relevant for the client’s business, since not only it will serve as a helping tool, but also as an advantage. Having the system will result to better business performance, decision making, and management.* |

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* | 06/02/2018 | 7 days |
| *Project Plan Completed* |  |  |
| *Project Plan Approved* | 14/02/2018 | 7 days |
| *Project Execution – Started* | 06/02/2018 | 2-3 weeks |
| *Project Execution Completed* | 19/04/2018 | 2-3 months |
| *Project Closed Out* | 23/04/2018 | 2-3 months |

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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| * Client - the client’s role is to tell the requirements to the system. The client also decides what features are to be added in the system. The client will be decide if the project will be implemented in the business. The client’s decision will play a big role in the change of the business’ operations. * Project Manager - the PM directs the team and manages the work for each member. The PM also cooperates with the customer of the system. * Employees - If the system is implemented, the employees will have the responsibility to train and learn how to operate the system. * Customers(Client’s) - With the implementation of the system, the customers of the client’s business can expect better customer service, and faster access to products, without delay * The Team - the role of the team is to deliver the proposed project to the client. The team has the responsibility to develop a working system for the client’s business. |

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* |  |  |