

Project Charter

A. 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.

Project Title:	BUS TAP	Project Working Title:	BGC Bus Passenger Information System: Bus Tap
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Proponent Secretary:	<hr/>	Proponent Agency:	<hr/>
Prepared by:	Anna Lynn Alcaraz Sammy Boy Angot Justin Besmano Job Brioso		

Points of Contact

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

<i>Position</i>	<i>Title/Name/Organization</i>	<i>Phone</i>	<i>E-mail</i>
<i>Project Sponsor</i>			
<i>Program Manager</i>			
<i>Project Manager</i>	Anna Lynn Alcaraz	0999-884-5654	alcaraz@student.apc.edu.ph
<i>Proponent Cabinet Secretary</i>			
<i>Proponent Agency Head</i>			
<i>Customer (User) Representative(s)</i>			
<i>Other</i>			

B. 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.

C. Project Purpose

Bonifacio Global City is one of Metro Manila's finest business district. It is almost accessible to any points of Edsa because of its strategic location. For some people they rely on their private vehicles to go and navigate around the city. But for some people, especially who are not familiar with BGC, they rely primarily to mass transport like the BGC Bus. The BGC Bus caters almost 44,000 commuters a day and almost 20,000 passengers during weekends. The numbers were huge, so the group decided to make an application that would help passengers navigate their way around BGC. This project hopes to cater and help passengers of the BGC Bus. By doing so, travel from point to point would be efficient and time-saving. Furthermore, it will also serve as an innovation when it comes to some existing application available in the market. Those applications help commuters navigate their way around Metro Manila but issues were evident and sometimes was not efficient. However, the project would cover only the BGC area and not Metro Manila since the primary goal is to ease and improve the quality of travel by passengers who ride on the BGC Bus.

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.

During the Data Gathering phase, passengers were asked about the issues and concerns that they frequently encounter when riding the bus. Most passengers answered the survey, agreed that the problems they encounter deals with the queue lines and the condition inside the bus. Moreover, passengers also realize that they will wait for long minutes before passengers can ride the Bus. But aside from those, the information about the arrival time of buses were not so accurate as it gives confusion to the passengers. These problems need to be addresses as soon as possible so the group decided to base the features of the application from the current issues that the BGC Bus is having.

2. 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.

<i>Commonwealth or Agency Strategic Plan – Initiative or Critical Issue</i>	<i>Project Business Objectives</i>
Long queue when waiting for the bus	Provide reservation feature for the passengers.
Inaccurate bus schedules	Compute for the real estimated and arrival time based from the bus's location
congestion of passengers inside the bus	View congestion of passengers inside the bus based from historical data and CCTV stream.
Navigation around the city	Provide a detailed itinerary feature
Long queue when buying bus ticket or checking balance of beep™ card	Can check balance with the help of NFC feature

D. 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.

E. 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.

The application is about accommodating all passengers as they ride the BGC Bus. It would be a useful kit for the passengers since they will be guided throughout the duration of their travel. The idea was to help passengers so that inconveniency and hassle would be eliminated. Furthermore, aiming for improvement in the quality of service is the top priority. Allowing and helping the company to enhance their service and allow more transparency between the passengers and the operators.

Bus Tap application will provide detailed itineraries to the user from an origin to a destination they input in the app, indicating the closest bus stop, available bus routes, fare, and estimated travel time. The application will also display the operating schedule of the different bus routes of the BGC Bus, and the arrival and departure times of every bus at every bus stop. Moreover, reservation system will be featured as a solution for the problem regarding the long waiting time of passengers.

2. 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.

The Application (Bus Tap) would be available on web and android devices. The web based application would be available and will be used more by the administrator. The web based feature would allow the administrator to update necessary information and news that would be sent and viewed by all passengers going to use the application.

On other side, it would be also available on android devices because of the NFC (Near Field Communication) feature is available more on android devices. However, this feature remains uncertain upon developing the application because no formal agreement between the group and the Beep Card Company if it would be allowed. But features like detailed itinerary, reservation feature, news feature, user satisfaction module will be available upon the release of the application. But as for the location, the maps would be limited only to all routes which BGC Bus is available and operating. It would be available only to places like Makati, Taguig and some areas of Sta. Rosa Laguna. Additionally, WIFI connection and location feature may require for some features to work effectively.

3. 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.

<i>Event</i>	<i>Estimated Date</i>	<i>Estimated Duration</i>
<i>Project Charter Approved</i>		
<i>Project Plan Completed</i>		
<i>Project Plan Approved</i>		
<i>Project Execution – Started</i>		
<i>Project Execution Completed</i>		
<i>Project Closed Out</i>		

F. 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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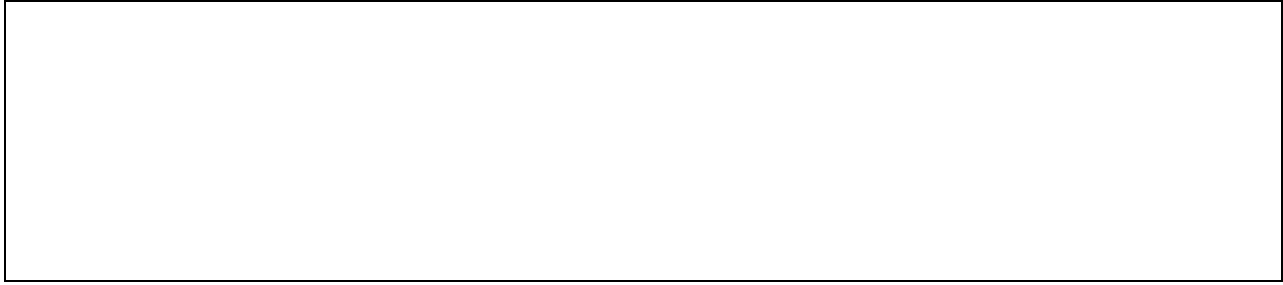
2. Project Manager

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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3. Oversight

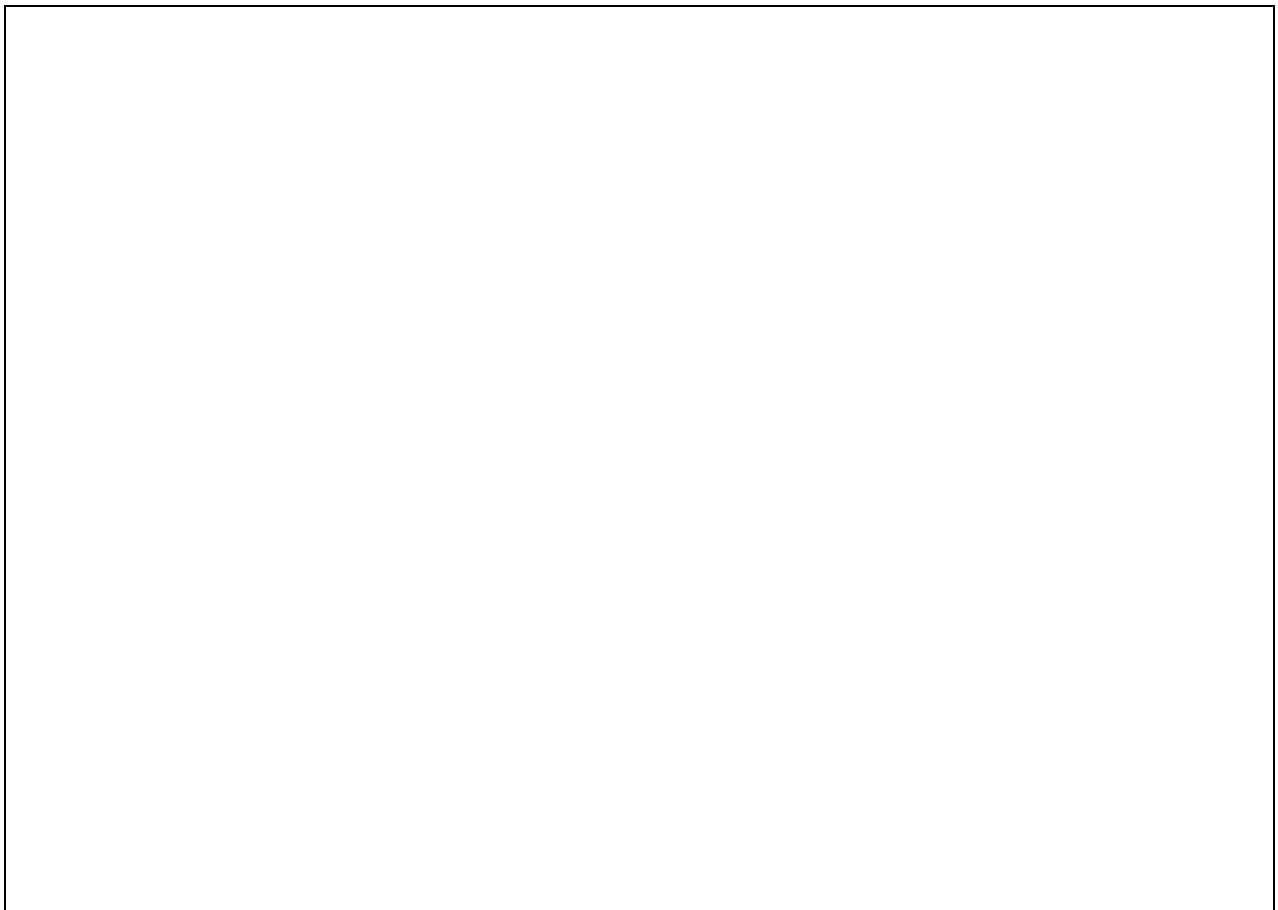
Describe the Commonwealth or Agency Oversight controls over the project.



G. 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.



2. Organization Description

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

3. 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.

Project Manager

- Manage the team and finalize all data requirements
- Monitor the group's progress

Project Developer

- Establish and develop requirements

BGC Bus Manager

- Accept project proposal
- Implement the system
- maintain and update the system

H. 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.

Resources	Allocation and Source
<i>Funding</i>	
<i>Project Team (Full</i>	

<i>and Part Time Staff)</i>	
<i>Customer Support</i>	
<i>Facilities</i>	
<i>Equipment</i>	
<i>Software Tools</i>	
<i>Other</i>	

I. 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.

<i>Position/Title</i>	<i>Signature/Printed Name/Title</i>	<i>Date</i>
<i>Proponent Cabinet Secretary (as required)</i>		
<i>Proponent Agency Head</i>		
<i>Project Sponsor (required)</i>		
<i>Program Manager</i>		
<i>Project Manager (required)</i>	Anna Lynn Alcaraz	
<i>Other Stakeholders as needed</i>		
<i>Other Stakeholders as needed</i>		