Project Charter

A. General Information

Project Title:	Incident Reporting System	*Project Working Title:*	DASH R COME
Proponent Secretary:		*Proponent Agency:*	BarangayMagallanes
Prepared by:	Hurley Evangelista, Alyssa Fernandez, Emmanuel Devera, Miguel Matawaran		

Points of Contact

Position	Title/Name/Organization	Phone	E-mail
Project Sponsor	Col. Candido Ruiz / Barangay Magallanes		
Program Manager			
Project Manager	Hurley John M. Evangelista	09058149765	evangelistazxc@gmail.com
Proponent Cabinet Secretary			
Proponent Agency Head	Col. Candido Ruiz		
Customer (User) Representative(s)	Barangay Magallanes Desired Leading Agencies Mobile application users (motorists, bystanders, constituents, android users)		
Other	Miguel Enrico Matawaran	09156410317	mlmatawaran@student.apc.edu.ph
	Alyssa Fernandez	09150547899	affernandez@student.apc.edu.ph
	Emmanuel Devera	09955573433	esdevera@student.apc.edu.ph

B. Executive Summary

The proposed project is an incident reporter system. The team aims to help Barangay Magallanes expand their services in terms of receiving and reporting incident reports or complaints. Barangay Magallanes, receives incident reports or complaints using their hotline or physically visiting the agency. The problem with reporting using their hotline is that, Barangay Magallanes cannot validate or confirm if the report is true. According to Sir Jesus Sumandal, one of the Desk Officers of Barangay Magallanes, there are instances that they receive incident report that is not part of their Jurisdiction.

The proposed project allows the user to send a video footage or picture of an incident using an android device to the system's web-server. The employee of Barangay Magallanes will operate the web-server. The incident includes the following: road accidents, crime, theft, traffic violations, exploitation of traffic officers etc.

The user must have a video footage or picture of an incident captured in either using a dashboard camera or android devices. The user is required to have an Internet connection or mobile data to use the mobile application. For the process of the application, If the user used a dashboard camera to capture the video, then, the user should transfer the video footage or picture to android device using Bluetooth of dashboard camera and android devices (if the dashboard camera has a bluetooth feature). Otherwise, the user has to transfer the memory card of dashboard camera to the android device and save the video footage or picture to the android device's file system, such as Gallery. If the user used an Android device in capturing a video footage or picture of an incident, then the user can simply save the video footage or picture to the android device's file system.

For the video cutter feature, the user can use third-party software where the user can cut unnecessary part of the video. The importance of cutting the unnecessary parts are, less consumption of the memory and less-usage of mobile data/Wi-Fi connection. If the user used the feature of 'Take a snap' feature, it will limit the user in filming an incident to 30 seconds, after 30 seconds the user can either delete or save the captured video footage, thereafter the user can take another 30 seconds video footage. After the user has the video footage or picture saved in his/her android device, then the user can upload the video footage or picture to the system's web server using the mobile application. The uploaded video to the web-server will be analyzed by the operator of the web-server in Barangay Magallanes, analyzing the video such as, if it is valid, categorize the incident to address the concerned agency (Barangay, Police, Hospital, Fire Bureau).

C. Project Purpose

The purpose of the project is to provide the client, a system that could help them get a real-time and valid series of incident events using the incident report of the user, the incident reports are captured using an android device or a dashboard camera. Also, the system can provide the client a record of Incidents that occurred that they can be used in future purposes.

1. Business Problem

- The user does not know the contact number/telephone number of the agency that can help them in an incident situation.

- In times of, other party's fraud, the victim does not have an evidence to prove that he/she is really the victim.

- The agency is having a hard time to rescue/help the two parties involved in an accident, because of lack of incident details.

- Validating incident reports due to lack of evidence of both parties'.

- Barangay Magallanes cannot verify if the incident really occurred.

- Barangay Magallanes cannot verify if the caller/ reporter is not a prank caller.

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.

Commonwealth or Agency Strategic Plan – Initiative or Critical Issue	*Project Business Objectives*
Verifying Incident Reports on Telephone	Provide the client a web-server that will store all the incident reports (video/ pictures) sent/ uploaded by the mobile application user.
The user does not know the hotline number of the concerned leading agency.	The mobile application will provide the list of hotline numbers of each Local Government Units and Government Agencies.
Lack of evidence/ proof for filing a case	The system will require the user to upload a video footage/ of picture of the incident to the web-server to support the report.
Keep track of hit and run suspects	Since the major requirement of the project is a video footage, there is a chance to keep track of the suspect if the victim/ someone was able to film the incident and got the details of the suspect's vehicle such as (plate number, type of car, color of the car etc.)

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.

The team assumed that the project could achieve the goals and meet the client's expectations. The team assumed that every Local Government Units and some of Government Agency needs a system like the team is proposing. The team assumed that the project is possible for improvements in the future. The team assumed that the proposed system could help or address the problems encountered by the client.

E. Project Description, Scope and Management Milestones

1. *Project Description*

> DASH-R-COME is a mobile application that can be used to report accidents, crime, and fire incidents. The application can also serve as evidence in times of involvement in a situation like accident. Using the proposed system, the user can send a picture or video footage of an incident to the system's web server using any Android device. The system's web server will be manipulated by the Barangay Magallanes employees.
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> The process of the application, If the user used a dashboard camera to capture the video then, the user should transfer the video to android device using Bluetooth of both devices (if the dashboard camera has Bluetooth feature), dashboard camera and android devices. Otherwise, the user can transfer the memory card of dashboard camera to their android device and save the video to the android devices folder such as Gallery. Other way, the user has captured the video to the mobile device then, the user should save it in mobile device's folder such as Gallery.
>
> After the user has the video saved in his/her android device, then the user can upload the video to the server. Uploaded video will be analyzed by the person in-charge of monitoring the server, analyzing the video such as, type of incident reported by the user. After generating a report, the employee in-charge will send the report to the designated agency in response to the user.

2. *Scope*

> The proposed project is an Incident Reporting System. The project will be limited for now in the Cities of Makati. The group target users of the mobile application are the motorists, bystanders, constituents, and android device users. The user must have a mobile data or WiFi connection to use the mobile application. In capturing an incident, the user can use android device or dashboard camera. The incident captured by the user should be uploaded to the web-server, which will be monitoring by the Barangay Magallanes employee. The incident report will be analyzed and verified by the Barangay Magallanes employee. Once the incident report was analyzed and validated, the Barangay Magallanes employee will call/ report the incident to the concerned agency.

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.

Event	*Estimated Date*	*Estimated Duration*
Project Charter Approved	02/02/18	02/07/18
Project Plan Completed		
Project Plan Approved		
Project Execution – Started		
Project Execution Completed		
Project Closed Out		

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.

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.

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.

Barangay Magallanes – the roles and responsibilities of the Barangay Magallanes to the project are the following:
• System Deployment – the proposed system will be deployed and implemented in Barangay Magallanes
• Hardware Requirements – Barangay Magallanes should have their own Desktop Computers, WiFi Connection and Telephone for the project deployment and implementation
• Manpower – The people who will be operating the system will be the Barangay Magallanes Employee

Concerned Agency (Barangay, Police, Hospital, Fire Department) – the roles and responsibilities of the concerned agencies to the project are the following:
• Receive incident reports from Barangay Magallanes
• Respond to the incident
• Generate incident report

Mobile application user – the roles and responsibilities of the user to the project are the following:
• Capture incident report
• Send the incident report to the web-server through to the app
• Upload incident report (video/ picture) to the web-server
• Provide incident report details

Developers – the roles and responsibilities of the project developer to the project are the following:
• Know the issues and problems encountered by the client
• Analyze the issues and problem mentioned by the client
• Develop the system
• Train or Demo the system to the Barangay Magallanes employee (How to use the system, How the system works, and other functionalities of the system)
• Meet the project goals and the needs and requirements of the client
• Develop the features as proposed to the Barangay Magallanes

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
Funding	
Project Team (Full and Part Time Staff)	
Customer Support	
Facilities	
Equipment	
Software Tools	
Other	

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.

Position/Title	Signature/Printed Name/Title	Date
Proponent Cabinet Secretary (as required)		
Proponent Agency Head	Col. Candido Ruiz	
Project Sponsor (required)	Barangay Magallanes	
Program Manager		
Project Manager (required)	Hurley John M. Evangelista Project Manager	
Other Stakeholders as needed	Developer Team Concerned Leading Agency Mobile application user	