## Project Charter

1. General Information

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| Project Title: | DASH-REPORT-COME | Project Working Title: | DASH R COME |
| Proponent Secretary: |  | Proponent Agency: | Barangay Magallanes |
| Prepared by: | Hurley John Evangelista,  Alyssa Anne Fernandez,  Emmanuel Devera,  Miguel Enrico Matawaran |  |  |

**Points of Contact**

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| ***Position*** | ***Title/Name/Organization*** | ***Phone*** | ***E-mail*** |
| Project Sponsor | Colonel Candido Ruiz Asia Pacific College |  |  |
| Program Manager | Project Manager  Hurley John M. Evangelista Asia Pacific College | 09058149765 | hmevangelista@student.apc.edu.ph |
| Project Manager |  |  |  |
| Proponent Cabinet Secretary |  |  |  |
| Proponent Agency Head | Colonel Candido Ruiz Asia Pacific College |  |  |
| Customer (User) Representative(s) | Barangay Magallanes  Desired Leading Agencies  Mobile application users (motorists, bystanders, constituents, android users) |  |  |
| Other | Project Analyst/Project Team Member Miguel Enrico Matawaran  Asia Pacific College  Project Analyst/Project Team Member  Alyssa Anne Fernandez  Asia Pacific College  System Developer/Project Team Member  Emmanuel Devera | 09156410317  09150547899    09955573433 | mlmatawaran@student.apc.edu.ph  affernandez@student.apc.edu.ph  esdevera@student.apc.edu.ph |

1. Executive Summary

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| This document defines information about the project of the team, a mobile application called Dash-R-Come, such as, Project Purpose, Business Problem, Assumptions and more that give further information about the project. This project charter also emphasis the people involved in the project such as the stakeholders and some information about those people such as contact number and how those people involved got involved with this project such as including roles and responsibility. |

1. Project Purpose

The purpose of the project is to help the user in two (2) things; getting a help/rescuer in an incident-situation, especially, in an emergency-situation and in times of fraud, evidence that can tell the truth to every lie. As for the client, to help them, to lessen the time of processing a report, such as, questioning both parties, especially, in an incident situation. Lessening the time of the process of recording and reporting in the incident-situation and more time with rescuing/coming to the location of the parties involved in the incident occurred. And help them in gathering data in incident purposes.

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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| * Lack of the sources to get the incident statistics needed * Lack of can trust in times of fraud situation * Lack of contact that can help the user when an incident occurred and need to have rescuer/some authorities that could help the user * Greater time to asking two parties involved, gathering information that involves in that incident and less time in taking action to help/ rescue/ doing something for the both parties. |

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*** |
| 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.) |

#### 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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| * The project team assumed that the project could achieve the goals and meet the client’s expectations. * The project team assumed that the finished product could achieve the user’s satisfaction. * The project team assumed that Barangay Magallanes and Desired Lead Agency could use the project effectively and efficiently. * The project team assumed that Barangay Magallanes and Desired Lead Agency could have the system as ‘make the works easier or really useful’ and not a wasteful and useless system. * The project team assumed that the project is possible for improvements in the future. * The project team assumed that the proposed system could help or address the problems encountered by the client. |

#### Project Description, Scope and Management Milestones

* 1. ***Project Description***

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| DASH-R-COME is a mobile application that can be used to generate an incident report. Using the application, it can provide an evidence in times of involvement in critical situation such as, fraud, it can help the user, get help/rescuer and it will help the agency consumed much time in processing a report and come to the reporter. |

1. **Scope**

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| The target agency and the client of the project team is the Barangay Magallanes that is in the southwestern tip of the Makati City and one of the wealthy barangays in the City. The target users are the android device users. One of the condition that the application requires, in order, for the user to use the application effectively is to must sign up/register first and later, must log in with the registered account. Having an internet connection and GPS turned on are also ‘a must’ for the user. As for the next processes in using the application, refer in (Page 1: Project Context).  The responding part in both side of Barangay Magallanes and the desired lead agency is out of the project’s scope. The project is only limited with generating incident report to be received by the Barangay Magallanes and will later be forwarded to the desired lead 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.

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| *Event* | *Estimated Date* | *Estimated Duration* |
| *Project Charter Approved* | 02/02/18 | 02/07/18 |
| *Project Plan Completed* |  |  |
| *Project Plan Approved* |  |  |
| *Project Execution – Started* | 06/07 /17 |  |
| *Project Execution Completed* | 04/ /18 |  |
| *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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| Barangay Magallanes: The roles and responsibility of Barangay Magallanes includes the following:   * Receiver of the incident report and will be implemented in the Agency. * They will monitor and analyzation of the incident report * Dispatcher of the incident report to the desired lead agency * Operator of the system whoever the employee that the Barangay Magallanes higher ups will assign to do the job. * They should provide their own Desktop Computers, Internet Connection and Telephone * Using the incident report provided in the mobile application, they should generate incident report that will receive by the Desired Lead Agency.   Desired Lead Agency (Barangay, Police, Hospital, Fire Department): The roles and responsibility of Desired Lead Agency includes the following:   * Recipient of the incident reports from Barangay Magallanes * Responder/Rescuer to the incident reporter/user * Generator of incident report- if the agency’s incident process requires   Users (Android device user, bystander, owner of a car that has dashboard camera installed, one that has captured an incident with his/her android device’s camera feature): The roles and responsibilities of the Users includes the following:   * Sender of the incident report * Capturer and Uploader/Owner of the captured incident * Provider of the incident report necessary details * Incident reporter   System Developer Team/Project Team Members: The roles and responsibility of the Software Developer Team includes the following:   * Identify the issues and problems encountered by the client and provide solution/s * Identify the issues and problems encountered during the process in developing the system and provide solution * Provide all the needed requirements of the project such as, Project Documetation * Developers of the system * Provide the demonstration of the system to the Barangay Magallanes employees (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 and the users |

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 | Col. Candido Ruiz |  |
| Project Sponsor (required) | Barangay Magallanes Representative |  |
| Program Manager |  |  |
| Project Manager (required) | Hurley John M. Evangelista Project Manager |  |
| Other Stakeholders as needed |  |  |