**Project Charter Plan**

**COVID-19 Contact Tracing System**

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**Project Management**

**September 1, 2020**

# Project Description

The COVID-19 Contact Tracing System project will provide faster, safer, accurate contact tracing. This project will help lower the Department of Health on flattening the curve of the pandemic. Since Metro Manila is a densely populated area, using this system will definitely maximize the efficiency of contact tracing.

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the Covid-19 Contact Tracing System project, the following objectives must be met within the designated time and budget allocations:

* Develop the business case of contact tracing system to present to the Department of Health within the next 20 days
* Complete list of required hardware/software which meets budget allocation within the next 25 days
* Create a simulated contact tracing in the IT lab using the developed software to test the solution within the next 10 days
* Achieve a simulated solution which allows no security breaches and complete testing within the next 30 days
* Implement the solution across the organization within the next 120 days

## Requirements

This project must meet the following list of requirements in order to achieve success.

* The solution must be tested in the IT lab prior to deployment
* Solution must be implemented without disruption to operations

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

## Constraints

The following constraints pertain to the Covid-19 Contact Tracing System project:

* System must be compatible with DOH current IT platforms
* Two IT specialists and one security specialist will be provided as resources for this project

## Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the project sponsor, stakeholders, and all departments
* The purpose of this project will be communicated throughout the company prior to deployment
* The IT manager will provide additional resources if necessary

# Risks

The following risks for the Covid-19 Contact Tracing System project have been identified. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

* Potential disruption to operations during solution deployment
* External threats breaching intranet security via new methods

# Project Deliverables

The following deliverables must be met upon the successful completion of the Covid-19 Contact Tracing System project. Any changes to these deliverables must be approved by the project sponsor.

* Technical documentation for Covid-19 Contact Tracing System
* Recommendation list for future security considerations

# Summary Milestone Schedule

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| 1. Project Start | 09/01/2020 |
| * Complete Solution Design | 09/10/2020 |
| 1. Acquire Hardware and Software | 09/17/2020 |
| 1. Complete Solution Simulation with the System | 09/24/2020 |
| 1. Complete Solution Simulation and Testing | 10/01/2020 |
| 1. Deployment of Covid-19 Contact Tracing System | 10/22/2020 |
| 1. Project Complete | 11/15/2020 |

# Authorization

Approved by the Project Sponsor:

Date: September 1, 2020

Darryl Naval

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