Project Charter

A. General Information

Project Title:	Payroll System	*Project Working Title:*	OTOM
Proponent Secretary:		*Proponent Agency:*	D'Carmelite
Prepared by:	Kim Harvey Ibarra Kevin Cliff Bregias Lean Carreon Benjamin Pedralvez		

Points of Contact

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

Position	Title/Name/Organization	Phone	E-mail
Project Sponsor			
Program Manager			
Project Manager	Kim Ibarra	09083412899	kcibarra@student.apc.edu.ph kimharveyibarra@gmail.com
Proponent Cabinet Secretary	Steph Fuctuar	09202464988	sfactuar@gmail.com
Proponent Agency Head	D'Carmelite School Finance Officer		
Customer (User) Representative(s)			
Other	Kevin Bregias Lean Carreon Benjamin Pedralvez		kgbregias@student.apc.edu.ph lqcarreon2@student.apc.edu.ph btpedralvez@student.apc.edu.ph

B. Executive Summary

Payroll System Software has greatly improved the financial and human resource management of companies around the world. The proposed system of the team is an automated payroll system. The system will minimize the duration of processing the payroll (8 hours - 2 days of work) from the school. This will help the finance office to save time and save up space for documents. The payroll system will be convenient and user-friendly for all kinds of business transaction.

The main problem of D'Carmelite manual payroll system is it takes too much time in processing that payroll and the records are taking too much area in the finance's room, hence the proposed system will minimize data entry and remove human errors from a lot of paper works and pen and paper calculations. The time that may be removed from the payroll processing will be from 8 hours – 2 days of work to 1-2 hours of work and make the finance department go paperless.

The proposed system will provide an aid on their payroll processing, it will not only be a faster processing but also in an efficient and effective way. Efficient because there will be less input and more of a record, it will capture data via other modules of the system. Effective because it will produce the intended/expected result

C. Project Purpose

Since its founding, the school manually computes its employees' payroll. Transactions are recorded by pen and paper until all records are stacked and hard to keep track. The client also admitted that subscribing to payroll service or adopting a payroll system software is the solution to errors in computations and employee's low satisfaction rate due to delays in the release of payroll. The purpose of the project is to minimize the duration of processing the payroll (*8 hours – 2 days of work to 1-2 hours of work*) from the of the school. This will help the finance office to reduce the processing time and remove the manual editing and corrections, also the keeping of paper records to save up space. The proposed system will minimize data entry and pen and paper calculations. The Payroll system will be convenient, hassle-free and user-friendly for different kinds of business.

1. Business Problem

- Lots of human errors and double entry

- Files/Records are stacked and hard to keep track of

- Payroll process are taking too long to be done

- Manual Computations leads to mistakes and loads of paper works

- Corrections may mess up computation which will prolong the processing

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

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.

Assumptions

Within this project, it is assumed that:

- The client will approve the final system for them to adopt it.

- There are sufficient functionalities to help the user of their new payroll system.

- It is feasible to install the software needed in the client's machine to run the system.

- All the required features that were proposed in the project are met.

- The employee's payroll information of the client's payroll will not change within the course of the project

E. Project Description, Scope and Management Milestones

1. Project Description

The staffs of the finance department of D'Carmelite are being challenged by the length of time in processing each employee's payroll, the amount of work load and papers that are stacked in their office. So, the OTOM team are required to develop a solution to tackle these problems.

The developed payroll system consists of different modules, these are the Attendance module, Employee module, Report and Pay Slip Generation module and of course the payroll module. The proposed system will be used for efficient and effective payroll processing. The system will also be limited for the academic staff of the school and will be operated by a finance officer.

In the system, each payroll information will be stored in the system and then every time the back-end user will process a payroll, they just have to select an employee to process and to check if all data are accurate, then compute and generate reports and pay slip so it can be sent to the employee/officer via email for a paper-free transaction and recording

2. Scope

In the Philippines, there have been many start-up companies that offer payroll system services. However, for a payroll system software to work properly in a company there are certain adjustments that should be made by the developer as each company have their own distinct settings. Some of the features may be only limited to one user to ensure the security of all the information and the payroll system will only contain academic staffs.

3. <mark>Summary of Major Management Milestones and Deliverables</mark>

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	2/6/18	2 days
Project Plan Completed	2/12/18	3 days
Project Plan Approved	2/13/18	2-3 hours
Project Execution – Started	2/14/18	3 weeks
Project Execution Completed	3/6/18	1 week
Project Closed Out	4/24/18	1 day

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.
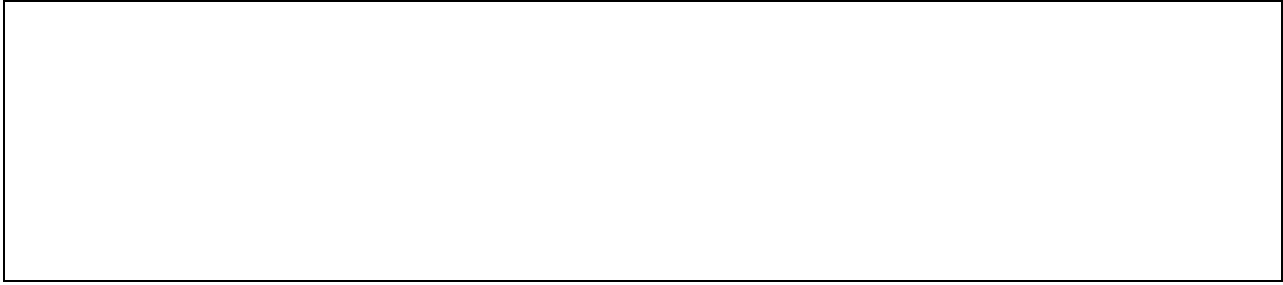
2. Project Manager

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.
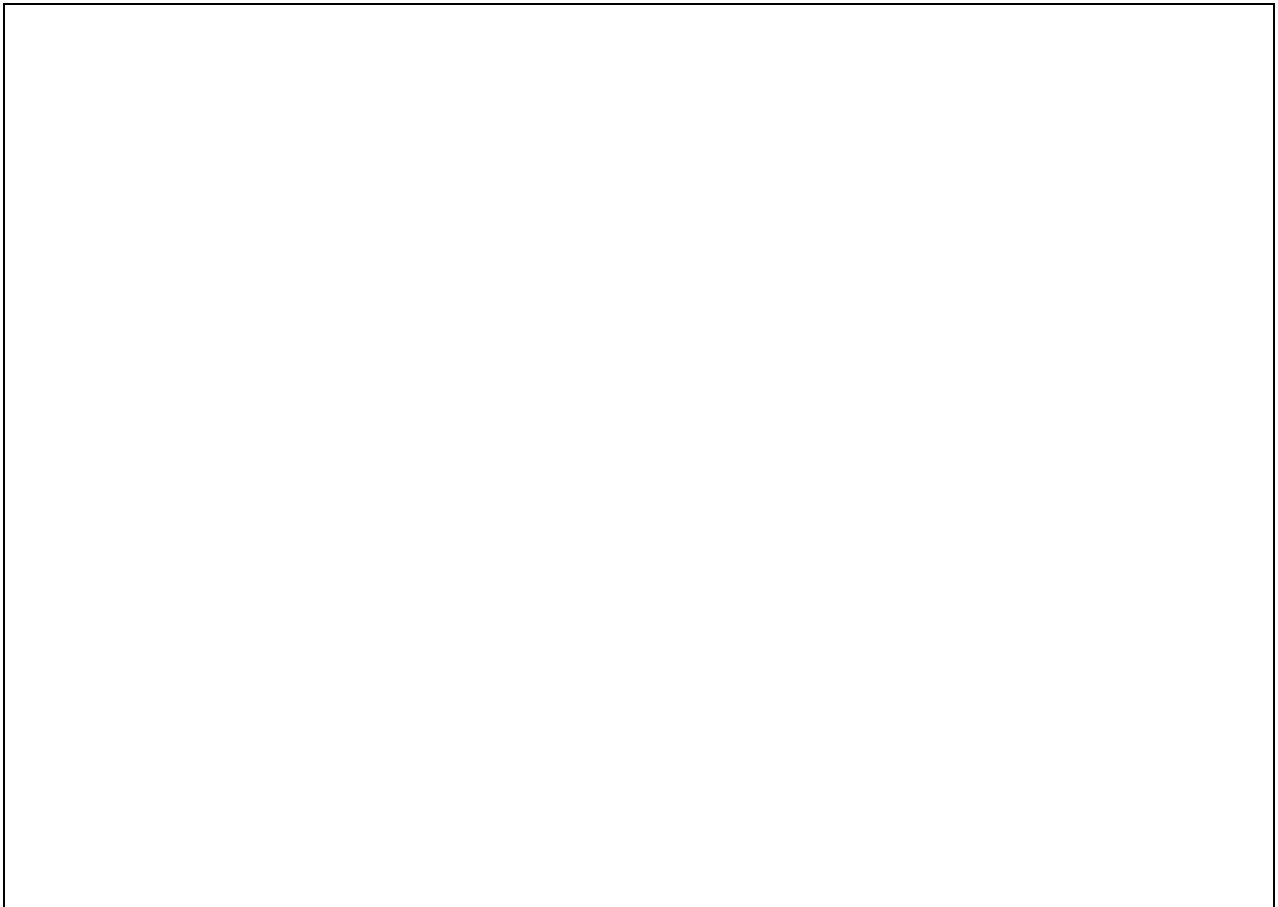
3. Oversight

Describe the Commonwealth or Agency Oversight controls over the project.

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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.

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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.

D'Carmelite – the roles and responsibilities of the D'Carmelite School to the project are the following:
- Provide the information needed for the project.
- Provide the hardware for the implementation of the project

• System Deployment – the proposed system will be deployed and implemented in the school of the D'Carmelite

• Hardware Requirements – As said above, D'Carmelite must have all the hardware requirements to implement the payroll system.

• Back-end user – a staff of the finance department to operate/administer the system

System Developers – the roles and responsibilities of the project developer to the project are the following:
• Know the issues and problems encountered by the client
• Develop a system that will solve all the problems tackled by the client
• Develop an efficient and effective *system*
• Train a back-end user to let him/her be familiarized with the system
• Develop a system that will meet the client's standards
• Develop the system with all the proposed features.

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)	Stephanie Factuar	
Proponent Agency Head	D'Carmelite School Finance Officer	
Project Sponsor (required)	D'Carmelite School	
Program Manager		
Project Manager (required)	Kim Harvey C. Ibarra	
Other Stakeholders as needed	Development Team	