

## 1. Project Initiation

This is the first step of the project. There are two main processes in the first phase which include: i) Create the Project Charter and ii) Identify the Project Stakeholder [1].

### 1.1 Create the project charter

Project charter is the process of developing a document that formally authorizes a project and documenting initial requirements that satisfy the stakeholders needs and expectations. Project charter is shown in the below table:

#### Project charter

**Project title:** Mobile App for School of Maths

**Start date:** 15 November 2022

**Finish date:** 15 March 2022

**Budget information:** The budget is 5,000.00 USD. The project is fully funded by School of Maths, represented by Ms. Khy Srey Sros.

**Project manager:** Mr. Touch Sopheak, (+855) 89987900, touchsopheak@yahoo.com

**Project objectives:** To build a mobile app for School of Maths

**Approach:**

- Schedule data collection at School of Math
- Assign the channel to communicate well with all stakeholders.
- Define clear requirements with the client.

**Roles and Responsibilities:**

Role	Name	Organization/Position	Contact information
PM	Mr. Touch Sopheak	Project manager	+855 89987900
Developer	Mr. Pen Chentra	Developer	+855 12252525
User, Tester	Ms. Chheang Sreypich	Tester	+855 10452654

**Contract:**

- Progress meeting every Monday at Data Solution meeting room from 9am.
- Meeting with the client every month on the 15<sup>th</sup>
- The major channel for communication is telegram group

### 1.2 Identify the project stakeholder

This is the process to identifying all people or organizations impacted by the project and documenting relevant information regarding their interests, involvement and impact on project success. **Outputs:** Stakeholder register, Stakeholder management strategy. For this particular project, the stakeholder register and stakeholder management strategy are shown in table 1 and table 2 below.

### Stakeholder register

Name	Organization/Position	Internal/External	Project Role	Contact information
Ms. Khy Srey Sros	CEO of School of Maths	Internal	Client	+855 11757475
Mr. Touch Sopheak	Project Manager of Data Solution	Internal	Project manager	+855 89987900
Mr. Pen Chentra	Developer of Data Solution	Internal	Developer	+855 12252525
Ms. Chheang Sreypich	Tester of Data Solution	Internal	Tester	+855 10452654
All teachers at School of Maths	Teachers	External	Users	
All parents of students studying at School of Maths	Parents	External	Users	
All students studying at Shool of Maths	Students	External	Users	

Table 1. Stakeholder register

### Stakeholder management strategy

Name	Level of Interest	Level of Influence	Potential Management Strategies
Ms. Khy Srey Sros	High	High	She is the client of this project. She has short time for meetings, focuses on results and financial benefits.
Parents of student	Low	Hight	Parents may not interest in this project, but they are likely to high influence on this project as they are the clients of School of Maths.

2. Project Planning
3. Project Execution
4. Project Monitoring and Controlling
5. Closing The Project