



**INSTITUTE OF TECHNOLOGY OF
CAMBODIA**

Graduate School of ITC

Department of Applied Mathematics and Statistics



Assignment

Online Freelancing WebApp

Instructed by:

Lecturer: M. Chan Sophal
Course: IT Project Management

Prepared by:

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ID: M080102
Major: Master of Data Science (M-DAS)

Academic Year

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I. Introduction

In this part, we will divide the project initiation into 2 part. First part, is the project charter which contains the overview of the project including key people and responsibility in the project. Another part is to identify project stakeholder who can influence the project success.

1. Project Charter

The project charter is shown in the table below:

Project Charter			
Project Information			
Project Name	Online Freelancing App	ID Number	P1-001
Project Description	Create an online freelancing app on web-app, mobile (Andriod and IOS)		
Project Sponsor	Mr. Chan Sophal		
Program Manager	Mr. Leng Seng Hak		
Project Manager	Mr. Leng Seng Hak		
Organization(s)	Institute of Technology of Cambodia (ITC)		
Target Start Date	15-Dec-22	Target End Date:	15-Dec-23
Business Need / Project Goal			
<ul style="list-style-type: none">• To create a webapp as a freelancing platform which can run on laptop, android and IOS.• To make profit from the webapp by charge on the host account or from the tasks.			
Project Scope			
In Scope		Out of Scope	
<ul style="list-style-type: none">• Develop an application for freelancing on laptop, mobile• Design UX/UI		<ul style="list-style-type: none">• Database management• Hosting• Maintenance	
Constraints	Features in the application, Application quality		
Key Risks	Limited human resources, Budget is not extensible		
Assumptions	Can reached out to test with the client during developing		
Project Budget	90 000.00 USD		
Project Team		Key Project Milestones	
Name	Role	1	Kick off meeting
Mr. Leng Seng Hak	Project Manager	2	Project Start date
Mr. Chean Sokda	Technical Manager	3	Deliver demo
Mr. Try Chenda	Business Analyser	4	Important meeting
Mr. Kong Monyrith	Developer	5	Client approval
Mr. Khan Chandy	Developer	6	Implementing and deploy
Mr. Sok Thanith	Tester	7	Project hand over
Mr. Eng Chamreoun	Implementer	8	Project end date

Contract:

- Calling for progress meeting every Monday and Friday at ITC's F104 from 8:00AM
- Meeting with Project Sponsor every 2 weeks on Friday 3:00PM
- The major communication channel is Telegram Group
- Good teamwork
- Update project progress every week and send the progress to the sponsor and client follow up via email

2. Identify Project Stakeholder

In this part, we are going to identify individual and organization which can directly or indirectly effect the overall success of the project. In this part, we also let the project stakeholder register sign and prepare the stakeholder management strategy and the contact of each project stakeholder is also shown in the table below.

Table 1 Stakeholder Register

Name	Role (Position)	Internal or External	Contact
Mr. Thy Sokdy	CEO	Internal	078-235-879 thysokdy@yahoo.com
Mr. Ou Sovanny	Vice President	Internal	077-127-965 sovannyou@gmail.com
Mr. Chan Sophal	Program Sponsor	Internal	099-2293840 Sophalcamchan38@gmail.com
Mr. Leng Seng Hak	Project Manager	Internal	012-874-985 lengsenghak@gmail.com
Mr. Chean Sokda	Technical Manager	Internal	010-987-963 sokdachean09@gmail.com
Mr. Try Chenda	Business analyzer	Internal	096-875-9651 Chendachenda65@gmail.com
Mr. Kong Monyrith	Developer	Internal	097-985-7951 monyrith12@gmail.com
Mr. Khan Chandy	Developer	Internal	078-965-762 khanchandy@gmail.com
Mr. Sok Thanith	Tester	Internal	012-138-456 thanithsok94@gmail.com
Mr. Eng Chamreoun	Implementer	Internal	077-851-723 chamreouneng11@gmail.com
Mr. Prak Mengly	PR Director	External	012-777-144 prak_mengly@outlook.com
Mr. Chai Meng	Assistant PR Director	External	016-777-311 chai_meng@outlook.com

Table 2 Stakeholder Management Strategy

Name	Level of Interest	Level of Influence	Potential Management Strategy
Mr. Thy Sokdy	High	High	Mr. Sokdy wants the report of overview report monthly including the budget report from last month and plan next month. The key management risk also need to transparent to him
Mr. Ou Sovanny	High	High	Mr. Sovanny prefer to join weekly meeting on Monday only and prefer the weekly report to track the team performance
Mr. Prak Mengly	Low	High	In charge of approving the payment in the project, less technical and prefer more about the mile stone of the project.
Mr. Chai Meng	High	High	Mr. Meng is in charge of the project, he can consult the feature and can confirm and approve the prototype of the products.

Table 3 Stake holder sign off

Name	Role (Position)	Internal or External	Contact	Signature
Mr. Thy Sokdy	CEO	Internal	078-235-879 thysokdy@yahoo.com	
Mr. Ou Sovanny	Vice President	Internal	077-127-965 sovannyou@gmail.com	
Mr. Chan Sophal	Program Sponsor	Internal	099-2293840 Sophalcamchan38@gmail.com	
Mr. Leng Seng Hak	Project Manager	Internal	012-874-985 lengsenghak@gmail.com	
Mr. Chean Sokda	Technical Manager	Internal	010-987-963 sokdachean09@gmail.com	
Mr. Try Chenda	Business analyzer	Internal	096-875-9651 Chendachenda65@gmail.com	
Mr. Kong Monyrith	Developer	Internal	097-985-7951 monyrith12@gmail.com	
Mr. Khan Chandy	Developer	Internal	078-965-762 khanchandy@gmail.com	
Mr. Sok Thanith	Tester	Internal	012-138-456 thanithsok94@gmail.com	
Mr. Eng Chamreoun	Implementer	Internal	077-851-723 chamreouneng11@gmail.com	
Mr. Prak Mengly	PR Director	External	012-777-144 prak_mengly@outlook.com	
Mr. Chai Meng	Assistant PR Director	External	016-777-311 chai_meng@outlook.com	