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| **Project Charter**    **Project Title - Stationery Store Inventory System** | | |
| **Project Objective** | | |
| **To find out the current practises and activities adopted by Logic University and problems faced while running it.**  **Create a User-Requirements for above-mentioned system.**  **Determine the scope of the system to meet the user requirements;**  **Identify the system capacity and the requirements for future expansion and;**  **Provide the basis for the production of a User Requirement Specification.** | | |
| **Business Need** | | |
| **At present, Logic University requires the use of a lot of manual effort to get things done. This takes up a lot of time, causes communication breakdown, and is very inefficient.**  **This project aims to provide an increase in efficiency for Logic University by eliminating this laborious process.** | | |
| **Project Team** | | |
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| **Project Scope** | | |
| **This Project will consist of creating a system for both Department Users and Stationery Store Users with the following scope:**   * **The computerisation of the stationery store inventory functions** * **The use of the University’s electronic mailing system for store inventory functions** * **The implementation and computerisation of stationery maintenance** * **The generation of Purchase Orders**   **A dashboard for the Departments (Department Employees and Department Head) will enable users to:**   * **Order stationery at any time from their own Personal Computers (PC);** * **View Disbursement Lists with search** * **Appoint New Representative** * **Appoint Pick up Locations** * **Authorize Employee (For Temporary Role)** * **Approve/Reject Request**   **A dashboard for the Store (Store Clerk, Store Supervisor, Store Manager) will enable users to:**   * **Check incoming orders** * **Check Stock** * **Maintain Supplier and Department List** * **Create and Approve Purchase Order** * **Maintain Disbursement List** * **Generate Stationary Retrieval Form** * **Maintain and Approve Inventory Adjustment Voucher** * **Generate Low Stock Report** * **View Stationery Trends** * **View Orders List from Departments** * **Maintain Unfulfilled orders from each department**   **Modules in the system will display different information in provided PDF formats that are required by user for housekeeping purposes (i.e Stationery Requisition Form, Stock Card, Stationery Catalogue etc). Users will be given the option to export the required reports into MS Excel format.**  **The stationery inventory level information will be up to date as it will be updated by the store clerk once items have been disbursed.**  **The project is targeted to end on 16th August 2019.** | | |
| **Project Deliverables/Milestones Deadline** | | |
| **1. Project Plan**  **2. UI Prototype**  **3. User Requirement Specification Document**  **4. Database Design (ER Diagram)**  **5. Source Codes**  **6. System User Guide**  **7. UAT Performance Test Plans**  **8. Conduct UAT**  **9. Weekly Project Status Reports**    **Refer to Project Schedule for detailed timeline** | **26 July 2019**  **25 July 2019**  **29 July 2019**    **01 August 2019**  **20 August 2019**  **16 August 2019**  **16 August 2019**  **19 August 2019**  **Every Friday** | |
| **Project Resource/Software Required** | | |
| **Programming Language – C#, JAVA, Python**  **Programs - Visual Studio 2017, Android Studio,**  **Excel**  **Frameworks - Admin-lte, ASP.Net MVC**  **Reporting - Chartjs, Crystal Reports .Net, Microsoft Reporting Tools** | | **Database – MSSQL**  **Microsoft SQL Server Management Studio 17** |
| **Project Approval Section:**    **Approved By:**  **Approved Date:** | |  |