

# Project Charter

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## **Project Title:**

CampusLink – A Social Media App for University students.

## **Date of Authorization:**

April 12 , 2025

## **Project Manager :**

Name : Vihanga Abeynayake

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## **Project Purpose & Background:**

University students need a platform to connect, share events and manage events, post lost-and-found items, Part time job discovery , Joining clubs and societies celebrate achievements, and receive campus updates. This project aims to build a mobile and web-based platform that meets these needs, making student life more connected and organized.

## **Project Objectives:**

- Create a user-friendly social media app for university students.
- Enhance social interaction.
- Enable posting and viewing of achievements, events, lost & founds, and notices.
- Set up an admin panel for moderation.
- Ensure the platform is safe, secure, and easily accessible.

## **Scope:**

### **In Scope:**

- Development of Android and Web versions.
- Features: Post creation, comment section, apply for part time jobs, admin moderation, real-time updates.
- Authentication via university email.

- Basic notification system.
- Chat and messaging system.

### **Out of Scope:**

- iOS version (may be added later).
- Integration with external social platforms (like Instagram or Facebook).
- Payments or marketplace features.
- Automated content moderation

### **Deliverables:**

- A fully functional web application
- Mobile app
- User and Admin dashboards
- Database setup and documentation
- User and admin manuals
- Final project report and presentation

### **Timeline and Key Milestones:**

Milestone	Target Date
Project Approval & Starting	April 12, 2025
Requirement Gathering	April 15, 2025
UI/UX Design Completion	April 25, 2025
Development Start	April 27, 2025
Development Finish	May 18, 2025
First Working Prototype	May 20, 2025
User Testing & Quality Assurance	June 5, 2025
Final Review	June 15, 2025
Project Submission	June 20, 2025

### **Budget Information:**

Total Estimated Budget: Rs.400,000

- Development team : Rs. 250,000
- Hosting & Domain : Rs. 25,000
- Testing and Bug Fixes : Rs . 25,000
- Marketing : Rs. 100,000

### **Main Risks and Dependencies:**

- Communication gaps and misunderstanding of requirements.
- Project scope creep.
- Budget overruns.
- Quality concerns.
- Security and privacy risks.

### **Mitigation Plans:**

- Hold regular status meetings via Zoom or Teams
- Use a change Request process to mitigate scope creep.
- Agree on fixed price contract with detailed deliverables.
- Set clear security guidelines and review how data is handled and stored.

### **Success Criteria:**

- App is working smoothly on Android and web
- The admin interface provides content moderation
- At least 5 users tested the app and provided positive feedback.
- Project was completed on time and documented properly.
- All the main functions fit the specified objectives.

### **Tools & Technology to be Used:**

- Frontend: React (Web), Flutter or Kotlin (Android)
- Backend: Node.js
- Database: MongoDB or PostgreSQL
- Design: Figma or Adobe XD
- Version Control: Bit bucket

## Stakeholders & Roles:

Name & Email	Role	Responsibilities
Ravindu Silva <i>ravindu@gmail.com</i>	Project Sponsor	Approves budget, supports the project vision
Vihanga Abeynayake <i>Vihangaabeynayak9@gmail.com</i>	Project Manager	Manages timeline, tasks, communication
Nimal Bandara <i>nimal99@gmail.com</i>	Lead Developer	Leads coding and technical decisions
Dilini Herath <i>dilini.herath@readeasy.com</i>	UI/UX Designer	Designs app User interface and user experience
University Mentor	Project Advisor	Provides guidance and technical support

## Sign-off (signatures of all the above stakeholders)

*Ravindu*

*Vihanga*

*Nimal*

*Dilini*

Created by : Vihanga Abeynayake ( project manager)

Date : 4/8/2025

### **Why project charter is crucial in project management :**

The project charter is the document that formally authorizes a project . It acts as the formal project permission, granting the team the authorization to access resources and begin work. It clearly mentions and describes the objectives , goals , scope , budget, and key stakeholders of the project. It ensures that everyone that is involved in the project has a common understanding from the start. It outlines roles and duties , reducing misunderstanding and increasing responsibility throughout the project. This helps to prevent scope creep and keep the project on track by establishing what is and is not in scope. It also identifies possible challengers early on and helps better decision-making and serves as a clear point of reference when problems or disagreements arise. Overall, this serves as a road map and foundation , guiding a successful and well-managed project.