**Project Charter**

**Project Title：**

**Date of Authorization:** September 1, 2025

**Project start date:** September 1, 2025 

**Project finish date:** September 1, 2030

**Key Schedule Milestones:**

* 1.   Complete system design and prototype development within the first three months (by December 1, 2025).
* 2.   Complete full software production and submission within the first year (by September 1, 2026).
* 3.   Operate and maintain the system for the remaining four years (September 2026 – September 2030).

**Budget Information:**

The total estimated cost of this project is AUD 125,000 over five years, which includes development, maintenance, staff training, and support. The project is expected to reduce staff workload, improve booking efficiency, and create new income opportunities (such as seat upgrades and extra services). With a 10% discount rate, the calculated Net Present Value (NPV) is positive AUD 2,316, and the payback period is expected to be under three years, indicating that the project is financially viable.

**Project Manager:**He Shu Tsai,(061)0492880445,

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**Project Objectives：**

The objective is to complete the first version of the system software by **December 2025** and deliver the production version by **September 2026**, followed by system operation and maintenance until 2030.

**Main Project Success Criteria：**

The system must meet all written specifications, undergo thorough testing, and be completed on schedule. The CEO will formally approve the project with advice from other key stakeholders.

**Approach：**

 Recruit technical staff and part-time support to establish a dedicated development and maintenance team for the five-year project.

Within the first three months, complete system design, prototype, and detailed planning documents (WBS, Scope, Gantt Chart)..

By the ninth month, complete acquisition and integration of all required tools and APIs.

By December 2025, deliver the first version..

Hold quarterly project review meetings (instead of weekly) with the project team and sponsor to evaluate milestones and adjust plans.

By September 2026, deliver the production version and begin system operation and maintenance.

| **ROLES AND RESPONSIBILITIES** | | | |
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