

Project Charter

Project Title: Integrated School Management System (ISMS)

Date: 26 August 2025

Project Sponsor: [Principal's Name / School Board]

Project Manager: [Your Name]

1. Purpose / Business Case

The purpose of this project is to design and implement an Integrated School Management System (ISMS) that not only manages student enrolment but also supports key academic and administrative functions such as attendance tracking, grading, and test management. This system will streamline school operations, improve communication with parents, and provide data-driven insights for administrators and teachers.

2. Objectives

- Provide a centralised digital platform for student enrolment, attendance, grading, and test management.
- Automate student attendance monitoring with reporting for parents and staff.
- Enable digital entry, calculation, and publishing of grades and progress reports.
- Support test/exam scheduling, submissions, and results tracking.
- Ensure compliance with educational standards and privacy regulations.

3. Scope

In Scope:

- Online application submission and enrolment tracking.
- Student information and academic records management.
- Attendance recording system (daily, subject-wise).
- Gradebook and progress reports.
- Test/exam scheduling, results management, and feedback.
- Notifications (email/SMS) for parents regarding attendance, grades, or events.
- Role-based access (Admin, Teacher, Student, Parent).

Out of Scope:

- Advanced Learning Management System (LMS) features like online courses, e-learning, or AI-based tutoring.
- Integration with national/government databases (planned for later phases).
- Mobile app (future phase).

4. Deliverables

- Fully functional web-based School Management System.
- Online portal for parents and students.
- Attendance, grading, and test modules with analytics dashboard.
- Training sessions and user manuals for staff.
- Security and backup framework.

5. Timeline / Milestones

- Initiation & Planning: Sep 2025
- System Design: Oct – Nov 2025
- Development: Dec 2025 – Mar 2026
- Testing (Pilot with one grade level): Apr 2026
- Training & Rollout: May 2026
- Full Deployment: Jun 2026

6. Budget

Estimated Budget: AUD \$250,000

- Software development/licensing: \$160,000
- Infrastructure/hosting: \$40,000
- Training & documentation: \$30,000
- Contingency: \$20,000

7. Risks

- Data privacy/security risks – Mitigation: Encryption, multi-level authentication.
- Resistance to adoption – Mitigation: Ongoing staff training, phased rollout.
- System overload during exams – Mitigation: Cloud scaling and load testing.
- Budget overruns – Mitigation: Agile approach, prioritised features.

8. Key Stakeholders

- Sponsor: School Principal / Board
- Project Manager: [Your Name]
- End Users: Teachers, Admin Staff, Students, Parents
- Technical Team: Developers, IT Support, Data Security Specialists

9. Approval

By signing this document, the stakeholders formally authorize the initiation of the project.

Sponsor: _____

Project Manager: _____

Date: _____