



## PROJECT CHARTER TEMPLATE

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## PROJECT CHARTER PLAN

**SOUTHWEST SKIN CANCER INSTITUTE OF AMERICA CLIENT UV PLANNER**

**RUEHR INC.**  
**STREET ADDRESS**  
**CITY, STATE ZIP CODE**

**DATE**





## PROJECT CHARTER

### SOUTHWEST SKIN CANCER INSTITUTE OF AMERICA UV PLANNER

This charter formally authorizes the development of a webpage that display past and future UV data for skin cancer patients who are being cared for by the Southwest Skin Cancer Institutes of America. The project plan will be developed and submitted to the project sponsor. The project plan will include: scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control. All resources will be assigned by the Project Sponsor, John Smith, Human Resources Director.

**<Paragraph 2: Project Scope - State the scope of the project, its deliverable and what business needs, problems or opportunities the project addresses – a market demand, business need, legal requirement, social need, customer request or technological advance >**

The purpose of the UV planner will be to allow patients of the Southwest Skin Cancer Institute of America to have access UV reports for the past five days at a given location as well as predictions for UV forecasts for the next 5 days. This will require the development of a single webpage that will be part of a larger website developed by a separate company. HTML, CSS, and javascript will all be used to accomplish this task. An API will be used from open-meteo for use with the UV reports and as data for the charts. The website will contain a form where the user can input a location and will then create a chart of past UV amounts as well as future predictions. The objective of this is for the patients of Southwest Skin Cancer Institute of America to be better able to follow the guidance given to them by their doctors with the UV information they can easily obtain from the webpage. The webpage will be open for anyone to use so there will be no need for any personal information to be gathered and no HIPAA laws to worry about on this page. This webpage will be accessible to anyone who wishes to take a proactive approach to their own skin care as a way to control how much UV exposure and hopefully prevent conditions such as skin cancer.

The Project Manager, Brian Ruehr, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.



The project plan will be submitted and approved in accordance with the milestone schedule below. The webpage we will be designing must show full functionality so that the main website can be completed a couple months later.

May 1, 20xx – Webpage Completed

June 1, 20xx – Website Completed by other developer

The budget for the payroll project is \$2,000. It is to be funded through the Ruehr Inc. Human Resources Technology Budget and should take two weeks to complete.





### SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

\_\_\_\_\_

<Project Sponsor Name>

<Project Sponsor Title>

Date: \_\_\_\_\_

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