

Project Charter

App to Reduce Cross-Race Recognition Deficit

Revision History

<i>Change Description</i>	<i>Approved by</i>	<i>Date of Revision</i>

Approval: _____

October 9th, 2019

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1. Introduction

Executive Summary

- Research on the Cross-Race Recognition Deficit (CRD) indicates that, although we are often very good at recognizing other members of our own race, most of us are notoriously bad at recognizing members of other racial groups. This project aims to create a mobile app that reduces this effect.
- This app would use various exercises to train users in individuating faces of other races and measure progress over time.

Business Problems/Opportunities

- Data generated from this app can be used by the CU Boulder Psychology Department to further research on reducing the effect of the CRD.
- There is really no current way for a user to practice individuating faces of other races and therefore reduce their CRD. The created apps can service such a need.

2. Objectives and Scope

Business Objectives

- Create a mobile app that provides the following exercises at various difficulties :
 - Matching name and face
 - “Memory”
 - Who’s new
 - Shuffle
- In addition, before and after training the following tasks will be used to evaluate progress:
 - “Forced choice”
 - “Encode-Recognition”

High Level Requirements

- A mobile app to train users and reduce the CRD. The tasks are bundled into lessons and are gamified to increase user engagement.
- User progress is recorded, and made available to the CU Boulder Psychology Department for review in a research setting.
- Task difficulty is increased through “face morphing”.

Project Scope

In Scope:

- An iPhone and Android app that includes the aforementioned tasks, bundled into short lessons of progressing difficulties. These lessons will contain hand-curated faces, as opposed to randomly selected ones. Each lesson should be short enough for the user to complete one in a sitting.

- The gamification of each of the tasks, so as to maximize user engagement.
- A method to store the data gained from app-usage on a server in the Psychology department.
- A Knowledge Management Solution that captures and shares knowledge from the following business areas:
 - o Product Quality Assurance Lab testing procedures
 - o Manufacturing equipment problem diagnosis
 - o Analysis of advertising campaign success
 - o Application software maintenance and support
- The hardware and software necessary to implement a Knowledge Management Solution for these business areas.
- Associated process/procedure improvements in these business areas as needed to support the KM initiative.

Out of Scope:

- Any products beyond those mentioned above
- Future applications of the CU Psychology department

3. Project Approach

General Approach – Solution Delivery Process

- Each project component will be developed and implemented separately.
- After the needed components are developed, they will be integrated into the overall app.
- Documentation will be created during development.
- Preferred implementation for each application feature will be developed and implemented after approval from Project Sponsor.

Assumptions

- Once a preferred implementation is identified, both the project team and project sponsor will maintain full support for the implementation plan unless changes are explicitly discussed.

Project Risks and Issues

- Continuous communication between the project team and project sponsor will be required to ensure that expectations and implementation match, and that any ambiguities that arise during development can be resolved with mutual understanding.
- Solutions to the business problems/opportunities described in section 1 above will introduce significant change into parts of the organization. Organizational change will meet resistance. Overcoming this resistance will demand proactive, effective leadership and communication. Failure to manage the communication around these changes will put the project at serious risk.
- During this project, as issues arise that put the success of the project at risk, the issues and risks will be documented in the weekly status reports and tracked through resolution.

Project Changes

- Any changes to the scope will require a discussion between the project team, project sponsor, and project mentor, and will require the approval of all parties to be accepted. These decisions will be made based off of impacts to schedule and resources required.
- Changes to scope will be recorded in the project charter as well as in the weekly status report.

4. Project Plan

Key Deliverables

1. Project Charter (this document)

2. Requirements Definition, containing:

- Detailed description and documentation of each departmental solution to be developed
- Clear, concise statements of what each solution must accomplish in order to be considered successful

3. Solution Design, containing

- An accurate description of the app

4. Solution Construction and Testing, containing

- The actual delivered app

Timeline

<u>Deliverable</u>	<u>Due Date</u>
Project Charter (draft)	October 9, 2019
Requirements Definition	October 18, 2019
Detailed Solution Design	December, 2019
Solution Construction and Testing	April 23, 2020

Preliminary Cost Estimates

Labor Costs

Estimate

Team cost

\$0

Time Costs

Estimate

Team meeting

2 hours per week

Sponsor meeting

1-2 hours for every two weeks

Coding

8 hours per team member per week

Hardware/Software Costs

Estimate

Apple Store License

\$100

5. Key Stakeholder Roles & Responsibilities

Stakeholder	Role	Email	Phone Number
Josh Correll	Project Sponsor	joshua.correll@colorado.edu	
Josh Brown	Project Mentor	jobr3255@colorado.edu	
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