

**PROJECT CHARTER PLAN**  
**UV INDEX CHART TOOL FOR PATIENTS**

**SOUTHERN SKIN CANCER TREATMENT CENTERS OF AMERICA**  
**123 MAIN STREET**  
**DALLAS, TX 00000**

**OCTOBER 5, 2025**

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## **EXECUTIVE SUMMARY**

Each patient received an individual guidance plan that includes how much UV exposure they can receive safely. They are asked to log how much skin exposure they have received. The purpose of this project is to give the clients an easy way to see the last five days and next five days of UV indices.

## **PROJECT PURPOSE/JUSTIFICATION**

### **Business Need/Case**

The UV Index chart tool project has been created to assist clients in tracking their UV exposure via an interactive tool using openmeteo.com that will show them the prior five days and future five days of UV measurements for a client-specified location. The project will add value to the services the clients receive at Southern Skin Cancer Treatment Centers of America. This tool will aid the clients in tracking and predicting their UV exposure to better help them evaluate risk and limit their exposure consistent with their treatment plans.

### **Business Objectives**

The business objectives for this project are in direct support of our commitment to our clients' health and treatment of skin disorders relative to excessive sun exposure.

- Design and test a new tool consisting of a UV index chart within the next 30 days
- Complete implementation of the new tool within the next 60 days
- Improve patient outcomes by 15% over the next year.

## **PROJECT DESCRIPTION**

The UV index chart tool project will provide an integrated tool to the company's website and, more specifically, to the patient portal. The tool requires the user to input a city, and it will produce an easy to read chart of UV indices for a total of 10 days, five previous and five future. The UV index chart project will utilize technology in the form of openmeteo.com to assist clients with tracking their UV exposure in furtherance of their treatment plans.

### **Project Objectives and Success Criteria**

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the UV index chart project, the following objectives must be met within the designated time and budget allocations:

- Develop code using HTML, CSS, and JavaScript with API within the next 15 days
- Test the solution within the next 25 days
- Achieve a simulated solution which allows no errors and complete testing within the next 35 days
- Implement the solution on the website within the next 45 days

### **Requirements**

This project must meet the following list of requirements in order to achieve success.

- Product should be generally designed using HTML, CSS, and JavaScript so that it works on any type of
- The solution must be tested on the website prior to deployment

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

#### Constraints

The following constraints pertain to the UV index chart project:

- All hardware and software must be compatible with our current IT platforms
- All hardware and software must be purchased in accordance with the allocated budget and timeline

#### Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

- This project has the full support of the project sponsor, stakeholders, and all departments
- The purpose of this project will be communicated throughout the company prior to deployment
- The IT manager will provide additional resources if necessary

#### Preliminary Scope Statement

The UV index chart project will include the design, testing, and delivery of a website tool. All personnel, hardware, and software resources will be managed by the project team. All project work will be independent of daily and ongoing operations and all required testing will be done on a separate independent webpage. All project funding will be managed by the project manager up to and including the allocated amounts in this document. Any additional funding requires approval from the project sponsor. This project will conclude when the final report is submitted within 30 days after the UV index chart tool is tested and deployed on the newly designed website, all technical documentation is complete and distributed to the appropriate personnel, and a list of future considerations is complete and submitted to the business manager.

#### **RISKS**

The following risks for the UV index chart project have been identified. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

- Potential compatibility issues based on website designed by a different company
- End user simplicity
- Unknown webserver

### PROJECT DELIVERABLES

The following deliverables must be met upon the successful completion of the UV index project. Any changes to these deliverables must be approved by the project sponsor.

- Fully deployed website tool that requires an input of the city by the user and produces a chart of UV indices to be used in conjunction with patient treatment plans
- Technical documentation for the website tool

### SUMMARY MILESTONE SCHEDULE

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

Summary Milestone Schedule – List key project milestones relative to project start.	
Project Milestone	Target Date (mm/dd/yyyy)
• Project Start	10/10/2025
• Complete Solution Design	10/25/2025
• Acquire Hardware and Software	10/30/2025
• Complete Solution Simulation with New Hardware/Software	11/05/2025
• Complete Solution Simulation and Testing	11/15/2025
• Deploy Solution	11/25/2025
• Project Complete	12/01/2025

### SUMMARY BUDGET

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

Summary Budget – List component project costs	
Project Component	Component Time
• Concept Development	20 hours
• Code Development	60 hours

• Testing	20 hours
• Deployment	10 hours
<b>Total</b>	<b>110 hours</b>

#### **PROJECT APPROVAL REQUIREMENTS**

Success for the UV index chart project will be achieved when a fully tested website tool, and all technical documentation, is fully deployed on the website within the time and cost constraints indicated in this charter. Success will be determined by the Business Manager, Mr. Bruce Bauer, who will also authorize completion of the project.

#### **PROJECT MANAGER**

**Adjust this:** John Doe is named Project Manager for the duration of the UV index chart Project. Mr. Doe's responsibility is to manage all project tasks, scheduling, and communication regarding the UV index chart project. His team will be matrix support from the IT department. Mr. Doe will coordinate all resource requirements through the IT department manager, Jane Snow. Mr. Doe is authorized to approve all budget expenditures up to, and including, the allocated budget amounts. Any additional funding must be requested through the Business Manager, Bruce Bauer. Mr. Doe will provide weekly updates to the Business Manager.

## **AUTHORIZATION**

Approved by the Project Sponsor:

\_\_\_\_\_  
<Project Sponsor>

<Project Sponsor Title>

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