Project Management Plan

UV Index Exposure Tracker Tool (Prototype)

Aric Allen Inc.
407 Doc Irvin Drive
Sheridan, AR 72150

6 October 2025

Table of Contents

Introduction

Southern Skin Cancer Treatment Centers of America, based in Dallas, TX, has developed new sun exposure-related treatment options and wants to help patients monitor UV exposure more effectively. Excessive sun exposure is a leading cause of skin cancer, and tracking UV levels is important for both preventative care and treatment tracking.

This project involves building a proof-of-concept web tool that allows users (patients) to track their hourly UV index exposure in a given city. It will display data for both the past 5 days and the next 5 days in chart format using data from open-meteo.com. The final product will be a functional prototype that can be integrated into the client's website.

The purpose is to build a tool that enables customers to log and visualize their UV exposure history and forecast, allowing them to make informed decisions about sun protection and treatment.

Project Management Approach

The Project Manager, Aric Allen, holds overall authority and responsibility for managing and executing this project. Aric Allen Inc. will provide all development resources internally. The project team will consist of the Project Manager and Developer, with stakeholder feedback provided by Southern Skin Cancer Treatment Centers of America. All scope, cost, and schedule decisions will be approved by the Project Sponsor. Regular weekly meetings and progress tracking will ensure on-time delivery and adherence to quality standards.

Project Scope

The scope of the UV Index Exposure Tracker Tool includes planning, designing, developing, testing, and deploying a web-based prototype that retrieves hourly UV index data for the past and next five days from open-meteo.com. The prototype will include city-based user input, data visualization in chart format, and documentation. The project excludes mobile app development, user authentication, advanced UI design, and long-term maintenance.

Milestone List

The chart below lists the major milestones for the UV Index Exposure Tracker Tool. This chart consists only of major project milestones, such as completion of a project phase or

gate review. There may be smaller milestones that are not included on this chart but are included in the project schedule and WBS. If any scheduling delays may impact a milestone or delivery date, the project manager must be notified immediately so proactive measures may be taken to mitigate slips in dates. Any approved changes to these milestones or dates will be communicated to the project team by the project manager.

Milestone	Description	Date
Requirements Finalized	Finalize requirements and feasibility	10/15/2025
API Integration Complete	Integrate and validate data retrieval from open-meteo.com	11/1/2025
Chart Display Functional	Build and test charting functionality	11/15/2025
Prototype Deployed	Deploy working prototype to a web server	11/25/2025
Final Report Delivered	Document process and submit final report	12/1/2025

Schedule Baseline and Work Breakdown Structure

The Work Breakdown Structure (WBS) organizes the project into key phases—requirements, development, testing, deployment, and reporting. Each phase contains specific tasks with defined outputs and resource allocations. The project schedule baseline will be tracked using earned value metrics and reviewed weekly to ensure adherence to project goals. Any significant deviation will require a formal change request to re-baseline the schedule.

Change Management Plan

Change management will be handled through a structured process that includes identification, documentation, evaluation, approval, and implementation. All stakeholders may submit change requests, which the Project Manager will evaluate for cost, schedule, and scope impact. Approved changes will be documented in a change control log and communicated through official channels.

Communications Management Plan

Communication will occur via a weekly Blackboard class. Emergency communications will be handled via email.

Project team directory for all communications is:

Name	Title	E mail	Office Phone	Cell Phone
Bruce Bauer	Project Sponsor	blbauer@ualr.edu	501-916-5225	NA
Aric Allen	Project Manager	aeallen3@ualr.edu	501-212-4022	501-612-4969
Aric Allen	Senior Programmer	aeallen3@ualr.edu	501-212-4022	501-612-4969

Cost Management Plan

No cost will be required for the project.

Procurement Management Plan

The project will rely on open-source tools and free public APIs, minimizing procurement needs. If new software or services are required, they will be procured following sponsor approval, ensuring cost efficiency and compliance with licensing terms.

Project Scope Management Plan

The scope of work will be managed through the approved Scope Statement and WBS. Scope validation occurs at each phase to verify deliverable completion. Any modification to deliverables or objectives requires sponsor approval

Schedule Management Plan

Project schedules for the UV Index Exposure Tracker Tool Project will be created using a Gantt chart, starting with the deliverables identified in the project's Work Breakdown Structure (WBS).

Once a preliminary schedule has been developed, it will be reviewed by the project team, and any resources will be tentatively assigned to project tasks. The project team and resources must agree to the proposed work package assignments, durations, and schedule. Once this is achieved, the project sponsor will review and approve the schedule, and it will then be baselined.

In accordance with Southern Skin Cancer Treatment Centers of America, this project will have the following milestones:

- Requirements confirmed
- API Integration Complete
- Charting Functionality
- Deployed to Server
- Final Report

Roles and responsibilities for schedule development are as follows:

The project manager will be responsible for facilitating work package definition, sequencing, and estimating duration and resources with the project team. The project manager will also create the project schedule using a Gantt chart and validate the schedule with the project team, stakeholders, and the project sponsor. The project manager will obtain schedule approval from the project sponsor and baseline the schedule.

The project team is responsible for participating in work package definition, sequencing, duration, and resource estimating. The project team will also review and validate the proposed schedule and perform assigned activities once the schedule is approved.

The project sponsor will participate in reviews of the proposed schedule and approve the final schedule before it is baselined.

The project stakeholders will participate in reviews of the proposed schedule and assist in its validation.

Quality Management Plan

All members of the UV Index Exposure Tracker Tool project team will play a role in quality management. It is imperative that the team ensures that work is completed at an adequate level of quality from individual work packages to the final project deliverable. The following are the quality roles and responsibilities for the UV Index Exposure Tracker Tool Project:

The Project Sponsor is responsible for approving all quality standards for the UV Index Exposure Tracker Tool Project. The Project Sponsor will review all project tasks and deliverables to ensure compliance with established and approved quality standards. Additionally, the Project Sponsor will sign off on the final acceptance of the project deliverable.

The Project Manager is responsible for quality management throughout the duration of the project. The Project Manager is responsible for implementing the Quality Management Plan and ensuring all tasks, processes, and documentation are compliant with the plan. The Project Manager will work with the project's quality specialists to establish acceptable quality standards. The Project Manager is also responsible for communicating and tracking all quality standards to the project team and stakeholders.

The remaining members of the project team, as well as the stakeholders, will be responsible for assisting the Project Manager and Quality Specialists in the establishment of acceptable quality standards. They will also work to ensure that all quality standards are met and communicate any concerns regarding quality to the Project Manager.

Quality assurance will include peer reviews, test validation, and verification of data accuracy against known benchmarks. All code and documentation must meet defined acceptance criteria before final approval.

Risk Management Plan

Risk identification and analysis will occur continuously. Key risks include API reliability, schedule delays, and data discrepancies. A risk register will be maintained, and mitigation strategies will be reviewed weekly during team meetings.

Staffing Management Plan

The UV Index Exposure Tracker Tool Project will consist of a matrix structure with support from various internal organizations. All work will be performed internally. Staffing requirements for the UV Index Exposure Tracker Tool Project include the following:

Project Manager (1 position) – responsible for all management for the UV Index Exposure Tracker Tool Project. The Project Manager is responsible for planning, creating, and/or managing all work activities, variances, tracking, reporting, communication, performance evaluations, staffing, and internal coordination with functional managers.

Senior Programmer (1 position) – responsible for oversight of all coding and programming tasks for the UV Index Exposure Tracker Tool Project, as well as ensuring functionality is compliant with quality standards. Responsible for working with the Project Manager to create work packages, manage risk, manage schedule, identify

requirements, and create reports. The Senior Programmer will be managed by the Project Manager, who will provide performance feedback to the functional manager.

The Project Manager will negotiate with all necessary functional managers to identify and assign resources for the UV Index Exposure Tracker Tool Project. All resources must be approved by the appropriate functional manager before the resource may begin any project work. The project team will not be co-located for this project, and all resources will remain in their current workspace.

Resource Calendar

Both the Project Manager and Developer will be allocated full-time from October 6 through December 1, 2025. Resource allocation may vary slightly depending on milestone demands, with testing and deployment requiring additional hours.

Cost Baseline

No cost will be required for the project.

Quality Baseline

The UV Index Exposure Tracker Tool Project must meet the quality standards established in the quality baseline. The quality baseline is the baseline that provides the acceptable quality levels of the UV Index Exposure Tracker Tool Project. The software must meet or exceed the quality baseline values in order to achieve success.

Item	Acceptable Level	Comments
UV Data Accuracy	Match API reference data with >95% accuracy	Cross-checked with known UVI values
Chart Functionality	Responsive and accurate chart display	Manual verification before deployment
Prototype Stability	No crashes or errors during use	Tested across browsers

Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Southern Skin Cancer Treatment Center of America
Project Sponsor