**Project Charter**

**UV Exposure Recommendation Tool**  
**Southern Skin Cancer Treatment Centers of America**

**Project Title:**

UV Exposure Recommendation Tool

**Project Start Date:**

January 15, 2024

**Projected End Date:**

May 15, 2024

**Project Sponsor:**

Mr. Bauer  
Founder & CEO  
Southern Skin Cancer Treatment Centers of America

**Project Manager:**

[Assigned Project Manager Name]  
[Contact Information]

**Project Purpose and Justification:**

The purpose of this project is to create a tool that provides personalized UV exposure recommendations for clients of Southern Skin Cancer Treatment Centers of America. The tool will help users manage their sun exposure based on their historical UV activity logs and provide future recommendations to avoid overexposure and reduce the risk of skin cancer.

By leveraging real-time UV Index data from the **Open-Meteo API**, the tool will enable clients to better understand how much UV exposure is safe for them, and provide actionable advice on how to protect themselves when outdoors.

The need for such a tool arises from increasing awareness about the risks of skin cancer due to excessive UV exposure. The UV Exposure Recommendation Tool will empower clients to track their past UV exposure and receive data-driven recommendations to optimize their future UV intake.

**Project Goals:**

1. **Log UV Exposure**: Enable users to log their activities for the past five days, detailing the time spent outdoors and the UV exposure levels.
2. **Personalized Recommendations**: Provide tailored recommendations on safe UV exposure for the next five days based on the user’s activity log, skin type, and current UV index.
3. **Real-time UV Index Data**: Integrate with **Open-Meteo API** to fetch real-time UV Index data for any U.S. location, which will be factored into exposure recommendations.
4. **User Profiles**: Create profiles for each user that include personal information such as skin type, age, and location, which will influence the exposure recommendations.
5. **Notifications & Alerts**: Implement notifications to remind users to log activities, alert them when approaching UV exposure limits, and suggest protective measures when necessary.
6. **Educational Resources**: Provide users with additional resources about UV exposure risks, protective measures, and safe sun habits.

**Project Scope:**

**In-Scope**:

* Development of a web-based tool to log UV exposure and provide future recommendations.
* Integration with Open-Meteo API for real-time UV Index data.
* Development of user profiles that store activity logs, UV exposure history, and personalized recommendations.
* Implementation of notifications for reminders and alerts.
* User interface design that is intuitive, mobile-friendly, and accessible to a wide range of users.

**Out-of-Scope**:

* Mobile app development (the tool will initially be web-based).
* Integration with additional third-party services beyond the Open-Meteo API.
* In-person training or user support (support will be provided via email or online resources).

**Deliverables:**

1. **Web Application**:
   * A fully functional web application that allows users to log past UV exposure and receive personalized recommendations.
   * Ability to input and store activity logs for the past five days and provide recommendations for the next five days.
2. **Real-time UV Index Integration**:
   * Integration with **Open-Meteo API** for retrieving current and forecasted UV index data for any U.S. location.
3. **User Profiles**:
   * A profile page for each client that includes personal information, skin type, activity logs, and past UV exposure history.
4. **Notifications System**:
   * Alerts to remind clients to log activities, notify them when they exceed safe UV exposure, and provide recommendations for sun protection.
5. **Educational Content**:
   * Informational content about safe sun practices, the dangers of overexposure, and protective measures.

**Milestones:**

1. **Project Kickoff** – January 15, 2024
   * Kickoff meeting with stakeholders, project team formation, and resource allocation.
2. **Requirements Gathering and Design** – January 15–January 31, 2024
   * Finalize tool requirements, gather user feedback, design wireframes, and create UI/UX prototypes.
3. **Backend Development & API Integration** – February 1–February 28, 2024
   * Develop the backend, set up databases, and integrate the Open-Meteo API for UV index data.
4. **Frontend Development** – March 1–March 31, 2024
   * Develop the client-side interface, including activity logs, dashboard, and recommendations display.
5. **Testing and QA** – April 1–April 15, 2024
   * Conduct unit testing, integration testing, and user acceptance testing (UAT).
6. **Launch Preparation** – April 16–April 30, 2024
   * Finalize documentation, prepare marketing materials, and conduct a soft launch.
7. **Official Launch** – May 1, 2024
   * Full deployment to production and marketing rollout.

**Assumptions:**

* The tool will initially be available as a web-based application.
* Clients will be responsible for logging their activities manually in the system.
* The Open-Meteo API will provide accurate and up-to-date UV Index data for all U.S. locations.
* Users will be able to access their profiles and activity logs at any time.
* The tool will be designed for accessibility and mobile responsiveness, but not as a native mobile app.

**Constraints:**

* **Budget**: The project budget will be capped at $150,000, including all development, testing, and marketing costs.
* **Timeline**: The project must be completed by May 15, 2024, in time for the summer season.
* **Resources**: Development resources will be limited to the existing in-house team, with external consultants brought in for API integration and user testing.

**Project Risks:**

1. **Data Accuracy**: The accuracy of the Open-Meteo UV Index data is crucial for the system’s recommendations. If the API data is incorrect, the recommendations may be inaccurate.
   * **Mitigation**: Have a backup API or method to cross-check UV data, and provide clear disclaimers to users regarding the accuracy of the data.
2. **User Engagement**: Clients may not consistently log their activities or follow UV exposure recommendations.
   * **Mitigation**: Include push notifications, reminders, and educational content to encourage active participation.
3. **Technical Issues**: Potential issues with API integration, especially if Open-Meteo’s service experiences downtime.
   * **Mitigation**: Monitor API reliability, and consider implementing caching or fallback solutions for API downtime.
4. **Privacy and Security**: Handling sensitive health-related data may lead to privacy concerns.
   * **Mitigation**: Ensure compliance with HIPAA regulations and data security best practices (encryption, access controls).

**Project Team:**

* **Project Manager**:  
  [Name]  
  Responsible for overall project management, timeline, and stakeholder communication.
* **Backend Developer**:  
  [Name]  
  Responsible for database design, backend architecture, and API integration.
* **Frontend Developer**:  
  [Name]  
  Responsible for UI/UX design and web application development.
* **QA Tester**:  
  [Name]  
  Responsible for testing the application, including functional, integration, and user acceptance tests.
* **UX/UI Designer**:  
  [Name]  
  Responsible for designing the user interface and ensuring a smooth user experience.
* **Security Specialist**:  
  [Name]  
  Responsible for ensuring the security and compliance of user data.

**Approval:**

By signing below, the undersigned acknowledge and approve the project scope, objectives, and deliverables as outlined in this project charter. Any changes to the project scope or objectives will require approval by the project sponsor.

**Project Sponsor**:  
Mr. Bauer, Founder & CEO, Southern Skin Cancer Treatment Centers of America  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Manager**:  
[Project Manager Name]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Stakeholders**:  
[List of other key stakeholders for approval]  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conclusion:**

This project will provide a valuable tool for Southern Skin Cancer Treatment Centers of America clients to better manage their UV exposure, reduce their risk of skin cancer, and encourage healthier habits. By combining personalized recommendations with real-time UV data, the UV Exposure Recommendation Tool will empower users to make informed decisions about sun safety.