DAILY DOSES

PROJECT CHARTER

LITE Version 1.0

02/01/2021

Team Members:

Brice Allen

Esther Palacios Herzog

Jacqueline Tran

Ivy Truong

Biniyam Yohannes

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	*Brice Allen* *Esther Palacios Herzog* *Jacqueline Tran* *Ivy Truong* *Biniyam Yohannes*	*02/01/21*	*Esther Palacios Herzog*	*02/03/21*	*Initial project proposal.*

UP Template Version: 11/30/06

Note to the Author

[This document is a template of a Project Charter document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.

- _Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document._

- _Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project._

- _Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats._

When using this template for your project document, it is recommended that you follow these steps:

1. _Replace all text enclosed in angle brackets (i.e., Daily Doses) with the correct field values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected):_

   a. _Select File>Properties>Summary and fill in the Title field with the Document Name and the Subject field with the Project Name._

   b. _Select File>Properties>Custom and fill in the Last Modified, Status, and Version fields with the appropriate information for this document._

   c. _After you click OK to close the dialog box, update the fields throughout the document with these values by selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update an individual field by clicking on it and pressing F9. This must be done separately for Headers and Footers._

2. _Modify boilerplate text as appropriate to the specific project._

3. _To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text._

4. _To update the Table of Contents, right-click and select "Update field" and choose the option- "Update entire table"_

5. _Before submission of the first draft of this document, delete this "Notes to the Author" page and all instructions to the author, which appear throughout the document as blue italicized text enclosed in square brackets.]_

6. *The table below outlines the differences between the full template and the lite template. It is at the discretion of the project manager to determine which template is most appropriate for their project. If appropriate a subset of the full template may be used however, this lite template represents what should be considered minimum best practice.*

7. *Upon completion of a project that has utilized lite templates the project manager has a responsibility to circle back and improve project documentation for the purpose of providing a complete historical archive of project activities.*

Project Charter	
Full Template	**Lite Template**
Introduction	
Purpose of Project Charter	
Project and Product Overview	Project and Product Overview
Justification	
Business Need	
Public Health/Business Impact	
Strategic Alignment	
Scope	Scope
Objectives	Objectives
High-Level Requirements	High-Level Requirements
Major Deliverables	Major Deliverables/Milestones
Boundaries	
Duration	Duration
Timeline	Timeline
Executive Milestones	
Budget Estimate	Budget Estimate
Funding Source	Funding Source
Estimate	Estimate
High-Level Alternatives Analysis	
Assumptions, Constraints and Risks	
Assumptions, Constraints and Risks	
Constraints	
Risks	
Project Organization	
Roles and Responsibilities	
Stakeholders (Internal and External)	

[Insert appropriate disclaimer(s)]

TABLE OF CONTENTS

[Insert appropriate disclaimer(s)]

1 INTRODUCTION

1.1 PURPOSE OF LITE PROJECT CHARTER

[Provide the purpose of the LITE Project Charter.]

The Daily Doses LITE Project Charter documents and tracks the necessary information required by decision maker(s) to approve the project for funding.

The intended audience of the Daily Doses LITE Project Charter is the project sponsor and senior leadership.

2 PROJECT AND PRODUCT OVERVIEW

[Provide a brief description of the project and its associated product. Also briefly state the business need for the project, its public health/business impact, and how the project goals align with the goals of the NC, Division, and/or Branch. This overview should be approximately one hundred to three hundred words long. It should provide enough information that an executive reading only this portion of the Project Charter would have a working understanding of the project.

Typically, the description should answer who, what, when and where, in a concise manner. It should also state the estimated project duration (e.g., 18 months) and the estimated project budget (e.g., $1.5M).]

The Daily Doses team proposes an IOS app to assist with daily medication reminders and how to take the medication. Input will be performed manually and is stored locally on the user's device in a serialized Core Data object. There is no direct competition for the app on the IOS marketplace allowing the Daily Doses team to corner the market. We believe the app will benefit elderly patients and their families by using smart notifications and missed dose tracking. The app's features ensure a high level of medication compliance. The project is 13-months long, with 12-months of iterative development with quarterly reviews and a 1-month deployment and acceptance testing period.

3 SCOPE

3.1 OBJECTIVES

[Identify what the project is intended to achieve, in business and technical terms. Describe the expected results of the project, accomplishments, outcomes, or products. Examples may include improving epidemiologic analyses by provisioning consistent data or to making progress towards a 2010 goal]

The objectives of the Daily Doses are as follows:

- Remind senior citizens to take their medications.
- Easily accessible user login.
- Provide information on how to take medications.
- Options for the user to enter the medications.
- Create a downloadable app on IOS.

Out of scope in this iteration:

- Provider portal.
- Advice, medical, ethical, or other.
- HIPPA compliance.
- Data collection.
- Cross-platform support.
- Defining and pronouncing medication names (and terms related to administration) for the user.

3.2 HIGH-LEVEL REQUIREMENTS

[Describe the functions that must be in place when the project is complete. These should be high-level requirements and do not constitute the detailed requirements that are captured in the Planning Phase of the project. Upon approval of the Project Charter, these requirements will be refined in the Planning Phase of the project and will serve as an input to the scope statement in the Project Management Plan.]

The following table presents the requirements that the project's product, service or result must meet for the project objectives to be satisfied.

Req. #	Requirement Description
1	Design a notification/alert system.
2	Have an output screen that will display the type of medication and how often to take the medication.
3	Design an option system that best describes the medicine or allow the user to type out the medication.

3.3 MAJOR DELIVERABLES/MILESTONES

[Provide a list of the major deliverables/milestones that will be completed by the end of this project. A deliverable is any unique and verifiable product, result or capability to perform a service that must be produced in order to complete a process, phase or project. A milestone is a key performance indicator that is typically reported to executives to indicate the project's progress.]

Major Deliverable	Deliverable Description
Research	Initial user research, questionnaires, and data analysis.
Prototype	Wire frame of app with sample outputs.
Usability Testing	Data analysis and usability testing.
Development	Beta Version of IOS app.
Launch	A completed application.

4   DURATION

4.1   TIMELINE

[Provide an estimate of the project duration (e.g., 18 months). You may provide a high-level timeline for the project if information is available at this time. This time estimate will be further refined in the Planning Phase of the project. If applicable, also state the expected life of the product. An example of a high-level timeline is provided below.]

The project calls for a 13-month period of performance a 12-month iterative development with quarterly reviews and a 1-month deployment and acceptance testing.

5   BUDGET ESTIMATE

5.1   FUNDING SOURCE

[State the source of funding for the project (e.g., grant, terrorism budget, or operational budget).]

The operational budget of our company. Venture capital has been secured.

5.2   ESTIMATE

[Provide the estimated budget for the project. You may also indicate the degree of accuracy of your project's budget.]

This section provides a summary of estimated spending to meet the objectives of the Daily Doses project as described in this Project Charter. This summary of spending is preliminary and should reflect costs for the entire investment lifecycle. It is intended to present probable funding requirements and to assist in obtaining budgeting support.

Use Case Point Based:

Estimated cost: **$256 000**

Estimated effort: **32 person-months**

USE CASES	USE CASE WEIGHT	ACTOR WEIGHT
(Doctor)	?	?
Old Man	5	3
Daughter	5	3
TOTAL	10	6

Use case points: UCP = (UUCW + UAW) * TCF * UCF

= (10 + 6) * 1 * 1

= 16

Lines of code per use case point: 1000 LOC/UCP

Overall size of the project: 16 000 LOC

Lines of code per person-month: 500 LOC/pm

Burdened labor rate: $8000 per month

Cost per line of code: $8000 per month / 500 LOC/pm = $16

Process Based:

Estimated cost: **$218,000**

Estimated effort: **27.25 person-months**

Activity	CC	Planning	Risk analysis	Engineering		Construction Release		CE	Totals (PM)
Task →				Analysis	Design	Code	Test		
Function ↓									
Reminders				0.5	1.5	2.5	2.0	0.25	6.75
User login				1.0	2.5	4.5	2.5	0.25	10.75
Displaying Information				0.25	0.5	1.5	1.5	0.25	4
Entering Information				0.25	0.5	2.5	1.5	0.25	4.75
Total	0.5	1.0	0.25	2.0	5.0	11.0	7.5	1.0	27.25
% effort	1%	4%	1%	7%	18%	40%	28%	1%	

Based on an average burdened labor rate of $8,000 per month, the total estimated project cost is $218,000 and the estimated effort is 27.25 person-months.

6 PROJECT CHARTER APPROVAL

The undersigned acknowledge they have reviewed the **LITE Project Charter** and authorize and fund the Daily Doses project. Changes to this **LITE Project Charter** will be coordinated with and approved by the undersigned or their designated representatives.

[List the individuals whose signatures are desired. Examples of such individuals are Business Steward, Project Manager or Project Sponsor. Add additional lines for signature as necessary. Although signatures are desired, they are not always required to move forward with the practices outlined within this document.]

Signature:	Esther Palacios Herzog	Date:	2/1/2021
Print Name:	Esther Palacios Herzog		
Title:	Software Developer		
Role:	Team Lead		

Signature:	Brice Allen	Date:	2/1/2021
Print Name:	Brice Allen		
Title:	Software Developer		
Role:			

Signature:	Jacqueline Tran	Date:	2/1/2021
Print Name:	Jacqueline Tran		
Title:	Software Developer		
Role:			

Signature:	Ivy Truong	Date:	2/1/2021
Print Name:	Ivy Truong		
Title:	Software Developer		
Role:			

Signature:	Biniyam Yohannes	Date:	2/1/2021
Print Name:	Biniyam Yohannes		
Title:	Software Developer		
Role:			

APPENDIX A: REFERENCES

[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table, as necessary.]

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
Daily Doses Project Charter Version 1.0	Initial project charter	www.dailydoses.dev

APPENDIX B: KEY TERMS

[Insert terms and definitions used in this document. Add rows to the table as necessary. Follow the link below to for definitions of project management terms and acronyms used in this and other documents.

http://www2.cdc.gov/cdcup/library/other/help.htm

The following table provides definitions for terms relevant to this document.

Term	Definition
CC	Customer communication
CE	Customer evaluation

[Insert appropriate disclaimer(s)]