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**Project Charter**

**KnowRX**

**Baker Rodgers**

**Little Rock, AR 72202**

**12/07/2022**

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# Introduction

The project is approved through the Capstone course for seniors. KnowRX is a multi-faceted site that allows the target audience of senior citizens to research medications that are prescribed to them. This project will result in the development of a website that incorporates a simplistic user interface that allows for ease of use for all demographics. Other sites similar to this display several types of drug interactions, but KnowRX will only display drug-to-drug interactions.

# Project Management Approach

The project manager and personnel consist of only Baker Rodgers, which is responsible for the writing, testing, and control/assurance groups. Approval of designs and content is done by course sponsors Elizabeth Pierce and Bruce Bauer.

# Milestone List

|  |  |  |
| --- | --- | --- |
| Milestone | Description | Date |
| Develop Website Plan | Website’s content, design, and functionality will be mapped out. | 10/01/22 |
| Execute Website Plan | All coding will begin. | 12/01/22 |
| Final Site Test Website | All coding completed and testing will begin. | 3/01/23 |
| Changes | Any content that needs to be added or taken out will be done. | 3/17/23 |
| Final Instance | Completed website and documentation will be ready for final corrections. | 4/01/23 |

# Schedule Baseline and Work Breakdown Structure

Site Home page-

The launch page will facilitate the user to either search for the drug they need or hit the about page which will tell the user the purpose of the site and information on the API used.

2–3-month duration on completion.

API Call-

When the user searches for the drug they wish to know about, the API is called with each keystroke to help them identify the needed drug.

Timeframe consistent with Homepage, 1-2-weeks allowed for corrections.

Displayed info-

The resulting drug that the user clicked on. The information displayed will be what it interacts with and general knowledge.

Timeframe consistent with Homepage, 1-2-weeks allowed for corrections.

# Change Management Plan

The following steps will be taken as KnowRX’s change control process:

Step #1: Identify the need for a change.

Step #2: The change request will be logged in the Appendix of the Project Plan.

Step #3: Evaluate the impact, scope, risk, and schedule of the change.

Step #4: Implement Change.

For changes to this project, the project leader Baker Rodgers will identify, approve, submit, and document them. In the unlikely event that a drastic change needs to be made, such as a site host or API switch, approval will be needed from the sponsors of the project.

# Communications Management Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Communication Type** | **Description** | **Frequency** | **Format** | **Participants/ Distribution** | **Deliverable** | **Owner** |
| Bi-Weekly Status Report | Email or in-person meeting | Bi-Weekly | Email/in-person | Project Sponsors | Status Report | Project Manager |

The project team directory for all communications is:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **E-mail** | **Office Phone** | **Cell Phone** |
| Baker Rodgers | Project Manager | [cbrodgers@ualr.edu](mailto:cbrodgers@ualr.edu) | N/A | 870-692-9362 |
| Elizabeth Pierce | Project Sponsor | expierce@ualr.edu | 501-916-5223 | N/A |
| Bruce Bauer | Project Sponsor | blbauer@ualr.edu | 501-916-5225 | N/A |

# Quality Management Plan

The project manager will be solely responsible for the quality assurance for KnowRX. This includes deliverables and instances of the site.

The project sponsor is responsible for approving all quality standards. This ensures 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 sponsors.

Quality control for KnowRX will utilize tools and methodologies for ensuring that all project deliverables comply with approved quality standards. To meet deliverable requirements and expectations, the implementation of a formal process in which quality standards are measured and accepted. The Project Manager will ensure all quality standards and quality control activities are met throughout the project. The Project Sponsors will assist the Project Manager in verifying that all quality standards are met for each deliverable.

# Resource Calendar

Baker Rodgers, the project manager, will be the only staffed party on this project.

Resources needed for the project include:

* Computer Access
* Site Host
* API Host

# Quality Baseline

KnowRX is held to standard quality standards that come with any website. The site will also function properly when navigating and using the site’s features.

|  |  |  |
| --- | --- | --- |
| **Item** | **Acceptable Level** | **Comments** |
| Usability | Performs functions 99% of the time. | This is when input is at a specified rate. |
| Compatibility | Site can be used from different browsers and devices. | N/A |
| Supporting Documentation | All licenses and documents are provided. | To ensure legal operation of the site. |

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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