# **PROJECT CHARTER**

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| 1. General Project Information | | | | | | | | |
| Project Name: | | | **AeroMedic: Medical Supply Delivery** | | | | | |
| Executive Sponsors: | | | **Joel** | | | | | |
| Department Sponsor: | | | **Vanessa Coote** | | | | | |
| Impact of project: | | | Delivery efficiency, cost reduction, enhancing healthcare, and improving medical accessibility. | | | | | |
| 2. Project Team | | | | | | | | |
|  | **Name** | | | **Department** | | **Telephone** | **E-mail** | |
| Project Manager: | Nicholas Buggs | | | Exec. Management | |  |  | |
| Team Members: | Alaisha Johnson | | | Development | | (863) 604 - 9057 | alaisha.johnson02@gmail.com | |
|  | Amanda Brown | | | Development | | (470) 244 - 8437 | schoolemail4635@gmail.com | |
|  | Ajani Roberts | | | Development | | (925) 437 - 0737 | ajani.i.roberts@gmail.com | |
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| 3. Stakeholders *(e.g., those with a significant interest in or who will be significantly affected by this project)* | | | | | | | | |
| Patients, Healthcare Providers, Tech Partners, Investors, Environmental Organizations, Insurance Agencies, Regulatory Agencies, and First Responders | | | | | | | | |
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| 4. Project Scope Statement | | | | | | | | | |
| **Project Purpose / Business Justification** *Describe the business need this project addresses* | | | | | | | | | |
| The purpose of the AeroMedic project is to help in remedying issues that may arise on the logistical side of medical supply delivery through the usage of drone technology. Not only do we hope to achieve functionality in populated urban areas, but in remote or hard to access areas as well. Through this system, access to medication, medical supplies, and patient experiences with healthcare will see great improvement. | | | | | | | | | |
| **Objectives (in business terms)** *Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy* | | | | | | | | | |
| 1. Develop and implement a drone delivery system capable of both wide range delivery and reliable product transport. 2. Establish and enforce protocols for system operation, including scheduling, optimal routing, tracking, and contingencies. 3. Ensure regulatory guidelines are followed before, during, and after project completion. 4. Execute a successful pilot project in an authorized city sector. 5. Scale pilot project for large scale implementation as a finished product. | | | | | | | | | |
| **Deliverables** *List the high-level “products” to be created (e.g., improved xxxx process, employee manual on yyyy)* | | | | | | | | | |
| 1. Functional Prototype 2. Finalized Procedural Plan for Drone Operations 3. Documentation Ensuring Regulatory Compliance 4. Pilot Report 5. Scalability Roadmap | | | | | | | | | |
| **Scope** *List what the project will and will not address (e.g., this project addresses units that report into the Office of Executive Vice President. Units that report into the Provosts Office are not included)* | | | | | | | | | |
| The project will focus on the testing, development, and implementation of the AeroMedic drone delivery system, instituting protocols, and regulatory compliance.  The project will not cover broader aspects outside the defined scope, including: drone component manufacturing (Work will be outsourced), and anything involving the altering of existing healthcare infrastructure. | | | | | | | | | |
| **Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones* | | | | | | | | | |
| 1. Milestone #1 (02-11-2024) 2. Milestone #2 (03-03-2024) 3. Milestone #3 (03-31-2024) 4. Milestone #4 | | | | | | | | | |
| **Major Known Risks (including significant Assumptions)** *Identify obstacles that may cause the project to fail.* | | | | | | | | | |
| |  |  | | --- | --- | | **Risk** | **Risk Rating (Hi, Med, Lo)** | | Software/Hardware Malfunctions | Lo | | Theft | Med | | Weather Conditions | Hi | | Complance Issues | Med | | Public Relations/Trust | Lo | | | | | | | | | | |
| **Constraints** *List* a*ny conditions that may limit the project team’s options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).* | | | | | | | | | |
| 1. Budget 2. Time 3. Technological Limitations 4. Regulatory Limitations | | | | | | | | | |
| **External Dependencies** *Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?* | | | | | | | | | |
| 1. Approval from City Officials 2. Drone Component Outsourcing 3. Weather Dependency 4. Public Acceptance/Integration | | | | | | | | | |
| 5. Communication Strategy *(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.* | | | | | | | | | |
| The project manager will give bi-weekly status reports to the Executive Sponsor, with an increase in freguency if necessary, hold weekly meetings with Project Team members, and provide monthly updates to our stakeholders. | | | | | | | | | |
| 6. Sign-off | | | | | | | | | |
|  | | | Name | | | Signature | | | Date (MM/DD/YYYY) |
| Executive Sponsor | | |  | | |  | | |  |
| Department Sponsor | | | Vanessa Coote | | |  | | |  |
| Project Manager | | | Nicholas Buggs | | |  | | |  |
| 7. Notes | | | | | | | | | |
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