**Project Charter Plan**

**UV INDEX EMBED**

**3815 Singleton Blvd, Dallas, TX 75212**

**SOUTHERN SKIN CANCER TREATMENT CENTERS**

**3815 SINGLETON BLVD.**

**DALLAS, TEXAS 75212**

**3/17/2025**

**Table of Contents**

[Executive Summary 3](#_Toc332021424)

[Project Purpose/Justification 3](#_Toc332021425)

[Business Need/Case 3](#_Toc332021426)

[Business Objectives 3](#_Toc332021427)

[Project Description 4](#_Toc332021428)

[Project Objectives and Success Criteria 4](#_Toc332021429)

[Requirements 4](#_Toc332021430)

[Constraints 5](#_Toc332021431)

[Assumptions 5](#_Toc332021432)

[Preliminary Scope Statement 5](#_Toc332021433)

[Risks 6](#_Toc332021434)

[Project Deliverables 6](#_Toc332021435)

[Summary Milestone Schedule 6](#_Toc332021436)

[Summary Budget 7](#_Toc332021437)

[Project Approval Requirements 7](#_Toc332021438)

[Project Manager 8](#_Toc332021439)

[Authorization 9](#_Toc332021440)

# Executive Summary

With the ever expanding world of users being connected to the internet, the Southern Skin Cancer Treatment Institute (SSCTI) has lost clients over the years for not making information accessible. The UV Index Embed project has been created to address and correct this concern and provide an easier and more valuable experience for clients wanting data pertinent to their condition. The project will integrate with the currently being developed SSCTI’s website.

# Project Purpose/Justification

## Business Need/Case

The UV Index Embed project has been created to aid SSCTI’s retention of their client base and further boost revenue by this added value. The cost associated with this project will be recouped by their increased retention of their clientele.

## Business Objectives

The business objectives for this project are in direct support of our corporate strategic plan to improve client satisfaction and retention.

* Design and contained test of new integration within the next 14 days
* Complete implementation the new website integration within the next 30 days
* Increase user retention rate by 20% in first FY
* Increase customer satisfaction by 30% (via feedback surveys) in first FY

# Project Description

The UV Embed project will provide increased user satisfaction and retention to the SSCTI’s client base. This project will be easy to use giving clients historical data of the past 5 days and predicted UV data for the next 5 days. Data is to be gather through OpenMeteo’s API which SSCTI already has an standing contract with. The integration needs to be able to fit their currently in-development website, to which SSCTI will provide us with design guidance from their communications department. Clients should be able to access this feature from any location and receive data about any location.

## Project Objectives and Success Criteria

The objectives which mutually support the milestones and deliverables for this project have been identified. In order to achieve success on the UV Embed project, the following objectives must be met within the designated time and budget allocations:

* Develop project plan to present to the VP of Business Engagement within the next 5 days
* Complete list of required branding design or any website specific styling guides within next 5 days
* Create design and have round of isolated testing with SSCTI groups within the next 21 days
* Implement the solution across the organization within the next 43 days

## Requirements

This project must meet the following list of requirements in order to achieve success.

* The solution must be tested on a live but closed web server prior to deployment
* Solution must be implemented before Website completion on May 15th
* The solution must be available from any location, to receive data on any location

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

## Constraints

The following constraints pertain to the ISA project:

* Budget: All project deliverables and objectives must be completed within the budget of $100,000
* Design for unknown: The design will be made with a website that is currently still in development, therefore a style guide for the chart design and code documentation will be provided for SSCTI’s web maintenance personnel
* Timeline: The project must be completed by May 15th, when summer has officially started.

## Assumptions

The following are a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* This project has the full support of the project sponsor, stakeholders, and all departments
* The purpose of this project will be communicated throughout the company prior to deployment
* The Project sponsor will provide additional resources if necessary

## Preliminary Scope Statement

The ISA project will include the design, testing, and delivery of an improved intranet security system throughout the organization. All personnel, hardware, and software resources will be managed by the project team. All project work will be independent of daily and ongoing operations and all required testing will be done in the IT laboratory. All project funding will be managed by the project manager up to and including the allocated amounts in this document. Any additional funding requires approval from the project sponsor. This project will conclude when the final report is submitted within 30 days after the intranet security solution is tested and deployed throughout the organization, all technical documentation is complete and distributed to the appropriate personnel, and a list of future security considerations is complete and submitted to the VP of Technology.

The UV Embed project will include the design, testing, and delivery of an real time location specific UV chart embedded on SSCTI’s still in development website. All personnel, hardware, and software resources will be managed by the project team. All project work will be independent of daily and ongoing operations and only one set of testing with a small user group from SSCTI is required. All projected funding will be managed by the project manager up to and including the allocated amounts in this document. Any additional funding requires approval from the project sponsor. This project will conclude when all deliverables from the revisions after the round of testing has been completed, and all necessary documentation has been distributed to the appropriate personnel.

# Risks

The following risks for the UV Embed Project have been identified. The project manager will determine and employ the necessary risk mitigation/avoidance strategies as appropriate to minimize the likelihood of these risks:

* Risk: Accuracy or availability of API data
  + Mitigation: Obtain backup data source
* Inaccurate logging of client data:
  + Mitigation: Ensure tool tips for all input fields providing explanation

# Project Deliverables

The following deliverables must be met upon the successful completion of the ISA project. Any changes to these deliverables must be approved by the project sponsor.

* Fully developed and deployable live embed for a dynamic web page
* Basic technical documentation for implementation

# Summary Milestone Schedule

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

|  |  |
| --- | --- |
| **Summary Milestone Schedule – List key project milestones relative to project start.** | |
| **Project Milestone** | **Target Date (mm/dd/yyyy)** |
| 1. Project Plan Complete and Approved | Mar 21, 2025 |
| * UV Index Embed Design Completed | Mar 28, 2025 |
| 1. Coding Completed | April 4, 2025 |
| 1. Testing Completed | April 11, 2025 |
| 1. Revisions Submitted back by Southern Skin Cancer | April 18, 2025 |
| 1. Revisions Completed, User Guide Creation | April 25, 2025 |
| 1. Deliverables and Project Completion | May 1, 2025 |

# Summary Budget

The following table contains a summary budget based on the planned cost components and estimated costs required for successful completion of the project.

|  |  |
| --- | --- |
| **Summary Budget – List component project costs** | |
| **Project Component** | **Component Cost** |
| 1. Personnel | $75,000 |
| 1. API cost and other resources | $25,000 |
| **Total** | **$100,000** |

# Project Approval Requirements

Success for the UV Index Embed Project will be achieved when a fully tested embedded dynamic web integration, and all technical documentation, is delivered and provide to the correct team with the cost and time constraints as associated with this charter. Additionally, this is to be implemented with their currently in development website. Success will be determined by the Project Sponsor, Dr. Bruce Bauer, who will also authorize completion of the project.

# Project Manager

The Project Manager, Dakota Bridges, is hereby authorized to interface with management as required, negotiate for resources, delegate responsibilities within the framework of the project, and to communicate with all contractors and management, as required, to ensure successful and timely completion of the project. The Project Manager is responsible for developing the project plan, monitoring the schedule, cost, and scope of the project during implementation, and maintaining control over the project by measuring performance and taking corrective action.

# Authorization

Approved by the Project Sponsor:

Date:

Bruce Bauer

Project Sponsor