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CSCI 4308-800
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Unpluq Project Charter

Project Overview (Ian Completed)

Background Information

Unpluq is an early-stage startup with a mission to help people reduce their screen time and be more productive. The company has a live iOS app and Android app, which are optionally enabled by the Unpluq Tag (a yellow NFC fob); distracting apps are blocked until the NFC fob is tapped to the phone.

Unpluq Values

- *Intentional integrity*: be open, honest, kind, and proactive
- *Trust first*: respect others, be accountable, assume best intentions
- *Wellbeing*: make choices for human happiness, our users, and for yourself
- *Continual improvement*: change and learn by listening actively with humility and self awareness

Problem Statement

Unpluq is looking to expand upon its product offerings. To discover which next new product idea the current Unpluq customers would be most interested in, the team at Unpluq had their customer base complete a survey. The survey revealed that customer's are most interested in the development of a website blocker extension for Chrome and Safari. Thus, the Unpluq team would like to develop a very unique, first of its kind website blocker; they would like the website blocker to interface with the mobile app through cloud services, so that blocked websites can only be unblocked when the Tag is scanned within the app.

Successful Outcome Statement

Upon successful project completion, the Unpluq team expects a fully-working minimum viable project conforming to the following requirements: a website blocker web extension with supporting infrastructure to make the communication between the website blocker and the Unpluq app work seamlessly. The final application should work as follows: if you want to

unblock a website, you would click “Unblock”, get a notification/pop-up in the Unplug app, tap the Tag in the app to unblock, have the app send a successful unblock event back to the website blocker, and unblock the website in the web browser.

Key Roles & Responsibilities (Ian Completed)

Ian Rule

- Role: Project Manager
- Responsibilities:
 - Keep up to date with all communication
 - Review project requirements each week and keep team on track
 - Communicate updates and questions to stakeholders and team
 - Construct and send brief meeting agenda to sponsor team before each weekly meeting
 - Complete “Changes to Project Requirements” in the Project Status Report each week
 - Fill out timesheet each week
 - Complete an even share of all other work

Biswas Gauri

- Role: Co Technical Lead
- Responsibilities:
 - Keep up to date with all communication
 - Manage GitHub
 - Fill out timesheet each week
 - Complete an even share of all other work

Kaleb Pittman

- Role: Documentation/Submission Expert
- Responsibilities:
 - Keep up to date with all communication
 - Meeting attendance
 - Compiling meeting summaries when necessary
 - Fill out timesheet each week
 - Double checking timesheets have been completed
 - Complete an even share of all other work

Nikita Feoktistov

- Role: Co Technical Lead
- Responsibilities:

- Keep up to date with all communication
- Lead research in web extension development
- Lead development of web extension
- Fill out timesheet each week
- Complete an even share of all other work

Scope Statement (Kaleb Completed)

Scope Statement

We will create a browser extension for Google Chrome and Apple Safari that blocks user-specified websites. We will connect this extension to Unpluq's existing mobile application, such that a request to unblock a blocked website will require the user to permit it through the app.

In Scope

- A browser extension that blocks certain websites.
- An unblocking feature for that extension that is permitted through Unpluq's app.
- Utilization of an existing infrastructure to connect the browser extension and app.

Out of Scope

- Any changes directly affecting the existing Unpluq application.
- A ground-up creation of the infrastructure that will be used to connect the browser extension and the Unpluq app.
- The graphic design of the extension.
- The distribution or marketing of the extension.

Business Case

This project is worthwhile from a business perspective because it makes the Unpluq company more valuable. By expanding their suite of products, they will be able to reach more potential customers and directly address their current customer base (recall the survey gauging customer interest in new products). Because the extension will be designed for use with the Unpluq application and its associated NFC tag, it also makes those products more valuable by expanding their functionality.

Assumptions

- We assume the graphic designer for Unpluq will be handling all related graphic design decisions, and will attempt to support our implementation of the browser extension.
- We assume that there exists a financially viable infrastructure to connect our browser extension and the existing Unpluq application.
- We assume that the Unpluq application does not require major modifications in order to function with a connected browser extension.

Approach (Biswas Completed)

Major Milestones

- Completing a working website blocker extension with an acceptable interface for Chrome then for Safari
- Have the extension work with the Unpluq app to block websites and reduce screen time
- User testing and feedback
- Deployment of the extension

Impact on Unpluq

- This project is to another step on the Unpluq project as a whole, but this extension is more of a standalone project
- Want to expand the Unpluq product range, be accessible on more devices rather than only mobile devices

Risks

- Inability to complete the scope
- Ability to seamlessly integrate with the existing Unpluq infrastructure

Resources (Nikita Completed)

Unpluq Stake Holders

Jorn Rigter

- CTO & Co-Founder of Unpluq
- Email: jorn@unpluq.com
- WhatsApp: +3 (165) 742-1945

Caroline Cadwell

- CEO & Co-Founder of Unplug
- Email: caroline@unplug.com

Tim Smits

- Designer & Co-Founder of Unplug
- Email: tim@unplug.com

Materials

- Unplug tag
- Unplug account codes
- Figma accounts
- Cloud service
- Asana
- Slack
- Languages: HTML, CSS, Javascript, (Optional: Bootstrap/SCSS, JSON, SQL, AJAX)

Timeline & Cost (Nikita Completed)

Timeline

Phase	Goals	Start	Finish
Initiation	<ul style="list-style-type: none">• Meet with Unplug• Finish Charter• Meet with team• Plan ahead for team strategies• Assign roles• Get FOBs from Unplug• Create accounts / enable codes	9/13/23	10/1/23
Planning	<ul style="list-style-type: none">• Recieve UI/UX from Unplug• Observe/interact with competitors' extensions• Research cloud infrastructure and determine plan• Research chrome extension development• Create barebones functionality with extension• Connect to Unplug's service	10/2/23	1/21/23
Execution	<ul style="list-style-type: none">• Scale up functionality	1/22/24	4/24/23

	<ul style="list-style-type: none"> ● Finalize Functionality ● Testing ● Finish implementation ● Resolve issues 		
Closing	<ul style="list-style-type: none"> ● Validate success ● Meet with Unpluq and present the final product ● Sign off ● Close project 	4/25/23	5/1/23

Cost

After speaking with Unpluq, the project should be “cheap and simple”. Currently we estimate that we will not need any extra budget (however, depending on Unpluq’s infrastructure and cloud services, there may be additional cost).

Acceptance Criteria (Biswas Completed)

- When the extension can effectively block websites and includes a well-designed interface
- Testing for the website blocker is complete
- Integrated with the Unpluq infrastructure and deployment for the extension is completed

Change Management (Kaleb Completed)

Steps for Project Requirement Changes

- The desired changes to the project must be formalized in writing, and sent to the project team for review over Slack or email.
- The project team is granted a reasonable amount of time to review the changes and reserves the right to accept, reject, or negotiate the changes.
- Once the project team has come to a decision regarding the proposed changes, they will formalize a response in writing and send it to all associated parties.
 - All written requests and responses must be documented in the project team’s shared repository.
- If necessary, revisions to the project charter will be completed by the project team and approved by Unpluq.
 - The previous version of the project charter is to be stored in the project team’s shared repository, as is the new project charter.

Sponsor Sign-Off

Jorn Rigter - (date)

Caroline Cadwell - (date)

Tim Smits - (date)