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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 customers 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 or when a user successfully goes through another one of the “distraction barriers” within the app (scrolling, tapping buttons, scanning a QR code).

#### Successful Outcome Statement

Upon successful project completion, the Unpluq team expects a fully-working minimum viable product 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 Unpluq app, tap the notification (which opens the Unpluq 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 update Asana
  - Communicate updates and questions to stakeholders and team
  - Construct and send brief meeting agendas to the team before each of the weekly meetings
  - Complete “Changes to Project Requirements” section in the Project Status Report each week
  - Fill out timesheet each week
  - Complete an even share of all other work

### *Biswas Gauli*

- Role: Co Technical Lead
- Responsibilities:
  - Keep up to date with all communication
  - Manage GitHub
  - Complete “Labor Completed” section in the Project Status Report each week
  - 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
  - Complete “Update on Features, Milestones, and Deliverables” and “Important Team Meetings” sections in the Project Status Report each week
  - Fill out timesheet each week
  - Double checking timesheets have been completed

- Submit assignments to Canvas and GitHub by due dates
- 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
  - Complete “Issues or Risks Encountered” section in the Project Status Report each week
  - 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 if time allows) that blocks user-specified websites. We will connect this extension to Unpluq’s existing mobile applications, 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.
- Creating the infrastructure to connect the browser extension and app using existing technologies on either Google Cloud or AWS.

### Out of Scope

- Any changes directly affecting the existing Unpluq application (open to explore if time permits near the end of the project cycle).
- Building a ground-up framework for the infrastructure needed to connect the extension and the Unpluq app.
- The graphic design of the extension (done by Tim, one of Unpluq’s co-founders).
- 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). Also, it will allow the company to start charging a multi-device subscription, increasing the potential value per customer. 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

- Research the functionalities and cost of different infrastructures that can be used to integrate our browser extension with the existing Unpluq iOS and Android mobile applications
- Completing a working website blocker extension with an acceptable interface for Chrome (and for Safari if time allows)
- Integrate the website blocker extension with the existing Unpluq mobile applications using the cloud service we select
- User testing and feedback
- Deployment of the extension

#### Impact on Unpluq

- This project is another step on the Unpluq product suite 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](mailto:jorn@unpluq.com)
- WhatsApp: +31 (6) 5742-1945

#### *Caroline Cadwell*

- CEO & Co-Founder of Unpluq
- Email: [caroline@unpluq.com](mailto:caroline@unpluq.com)

#### *Tim Smits*

- Head of Product & Co-Founder of Unpluq
- Email: [tim@unpluq.com](mailto:tim@unpluq.com)

### Materials

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

## Timeline & Cost (Nikita Completed)

### Timeline

Phase	Goals	Start	Finish
Initiation	<ul style="list-style-type: none"> <li>● Meet with Unpluq</li> <li>● Finish Charter</li> </ul>	9/13/23	10/1/23

	<ul style="list-style-type: none"> <li>• Meet with team</li> <li>• Plan ahead for team strategies</li> <li>• Assign roles</li> <li>• Get FOBs from Unpluq</li> <li>• Create accounts / enable codes</li> </ul>		
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Receive UI/UX from Unpluq</li> <li>• Observe/interact with competitors' extensions</li> <li>• Research cloud infrastructure and determine plan</li> <li>• Research chrome extension development</li> <li>• Create barebones functionality with extension</li> <li>• Connect to Unpluq's service</li> </ul>	10/2/23	1/21/23
<b>Execution</b>	<ul style="list-style-type: none"> <li>• Scale up functionality</li> <li>• Finalize Functionality</li> <li>• Testing</li> <li>• Finish implementation</li> <li>• Resolve issues</li> <li>• Agile Programming</li> </ul>	1/22/24	4/24/23
<b>Closing</b>	<ul style="list-style-type: none"> <li>• Validate success</li> <li>• Meet with Unpluq and present the final product</li> <li>• Sign off</li> <li>• Close project</li> </ul>	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). Unpluq can provide cloud credits for Google Cloud.

### **Acceptance Criteria (Biswas Completed)**

- The extension can effectively block websites and includes a well-designed interface that conforms to the UI screens given to the team through Figma
- The extension is integrated with the existing Unpluq mobile applications
- Testing for the website blocker is complete
- Deployment for the extension is complete

### **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 - (12 Oct 2023)*