**Project Charter Document**



**Project Name:** Appointment Scheduler for Sample Collection.

**Department:**  Medical

**Focus Area:** Pharmaceutical Analysis

**Product/Process:** Data Analysis



**Prepared By**

| **Document Owner(s)** | **Project/Organization Role** |
| --- | --- |
| Group | Innodatatics - Intern |
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**Project Charter Version Control**

| **Version** | **Date** | **Author** | **Change Description** |
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| 1.0 | 10/07/2022 |  | Document created |
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**1.PROJECT CHARTER PURPOSE**

 The project charter defines the scope, objectives, and overall approach for the work to be completed. It is a critical element for initiating, planning, executing, controlling, and assessing the project. It should be the single point of reference on the project for project goals and objectives, scope, organization, estimates, work plan, and budget. In addition, it serves as a contract between the Project Team and the Project Sponsors, stating what will be delivered according to the budget, time constraints, risks, resources, and standards agreed upon for the project.



**2**. **PROJECT EXECUTIVE SUMMARY**

* Project goals
* Objectives
  + Data prepossessing
* Scope
* Assumptions
* Risks
* Timeline
* Approach
* Organization



**3. PROJECT OVERVIEW:**

1. The project aims to streamline and give a proper schedule for sample collection.

2. We see many times there is delay in sample collection so this model will help them choose the right possible way to collect samples in future.

3.After analyzing the pattern from the data, the model will help the diagnostic center to collect samples the right way .



**4. PROJECT SCOPE**

* 1. **Goals and Objectives**

| **Goals** | **Objectives** |
| --- | --- |
| * To build the model so that it helps Sample reach the diagnostic center on time. | * To streamline and give a proper schedule for sample collection to minimize loss or delay of samples collected. |

**2. Project Deliverables**

| **Milestone** | **Deliverable** |
| --- | --- |
| * Identifying Constraints and design the project architecture, exploring various public forums to collect relevant data, Data Preparation. | * Deliverable 1.1—Identifying Constraints and designing the project architecture. * Deliverable 1.2—Explore various public forums to collect relevant data. * Deliverable 1.3— Data Preparation |
| * EDA and Descriptive Analytics, Model Building. | * Deliverable 2.1— EDA and Descriptive Analytics * Deliverable 2.2— Model Building . |
| * Model Evaluation, tuning and insights, Deployment | * Deliverable 3.1— Model Evaluation, tuning and insights. * Deliverable 3. 2— Deployment |
| * Show case and review, Final Presentation and documentation, Handover and KT. | * Deliverable4.1 – show case and review * Deliverable 4.2 – Final Presentation and documentation * Deliverable 4.3 – Handover and KT |

**3. Deliverables Out of Scope**

* designs
* mobile app

**4. Project Duration (start date: 24/04/2022 End date: 20/05/2022)**

| **Project Milestone** | **Date Estimate** | **Deliverable(s) Included** | **Confidence Level** |
| --- | --- | --- | --- |
| * Identifying Constraints and design the project architecture, exploring various public forums to collect relevant data, Data Preparation. | [24/04/2022]         -  [02/05/2022] | * Deliverable 1.1—Identifying Constraints and designing the project architecture. * Deliverable 1.2—Explore various public forums to collect relevant data. * Deliverable 1.3— Data Preparation | [High] |
| * EDA and Descriptive Analytics, Model Building. | [03/05/2022]          -  [09/05/2022] | * Deliverable 2.1— EDA and Descriptive Analytics * Deliverable 2.2— Model Building . | [High] |
| * Model Evaluation, tuning and insights, Deployment | [10/05/2022]          -  [18/05/2022] | * Deliverable 3.1— Model Evaluation, tuning and insights. * Deliverable 3. 2— Deployment | [High] |
| * Show case and review, Final Presentation and documentation, Handover and KT. | [19/05/2022]          -  [20/05/2022] | * Deliverable4.1 – show case and review * Deliverable 4.2 – Final Presentation and documentation * Deliverable 4.3 – Handover and KT | [Medium] |



**5. PROJECT CONDITIONS**

* 1. **Project Assumptions**
* Work on data which is extracted from public sources.
* Can create a web API by using flask or streamlit.
* Cloud deployment should be done.
* **Robust Tested:** Application should be tested for noise data also.

**2. Project Issues**

**Priority Criteria**

1 − High-priority/critical-path issue; requires immediate follow-up and resolution.

2 − Medium-priority issue; requires follow-up before completion of next project milestone.

3 − Low-priority issue; to be resolved prior to project completion.

4 − Closed issue.

| **#** | **Date** | **Priority** | **Owner** | **Description** | **Status & Resolution** |
| --- | --- | --- | --- | --- | --- |
| 1 | 28/04/2022 | High | Group | Data Collection | InProgress |
| 2 |  | High |  |  |  |

**3. Project Risks**

| **#** | **Risk Area** | **Likelihood** | **Risk Owner** | **Project Impact-Mitigation Plan** |
| --- | --- | --- | --- | --- |
| 1 | [Project Risk] | [High/Medium/Low] |  |  |
| 2 | [Project Risk] | [High/Medium/Low] |  |  |

**4. Project Constraints:**

Climate Condition, Road Condition, Traffic, Patient Location from diagnostic center, Agent Experience, Mode of transport.



**6. Project Structure Approach**



**7. Project Team Organization Plans**

| * Deliverable 1.1— Identifying Constraints and designing the project architecture. * Deliverable 1.2— Explore various public forums to collect relevant data. * Deliverable 1.3— Data Preparation |
| --- |
| * Deliverable 2.1— EDA and Descriptive Analytics * Deliverable 2.2— Model Building . |
| * Deliverable 3.1— Model Evaluation, tuning and insights. * Deliverable 3. 2— Deployment |
| * Deliverable4.1 – show case and review * Deliverable 4.2 – Final Presentation and documentation * Deliverable 4.3 – Handover and KT |



**8. PROJECT REFERENCES**

| **Milestone** | **Deliverable** |
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**9. APPROVALS**

**Prepared by** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Manager

**Approved by** Sharat Chandra M\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Sponsor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Sponsor



**10 .APPENDICES**

* 1. **Document Guidelines**

**2.Project Charter Document Sections Omitted**

