

PROJECT CHARTER

1. General Project Information				
Project Name:	Prep Easy AI			
Executive Sponsors:	Vannessa Coote			
Department Sponsor:	Vannessa Coote			
Impact of project:	Reducing food waste			
2. Project Team				
	Name	Department	Telephone	E-mail
Project Manager Milestone 1:	Malachi White,	CIS	(503)-901-7336	malachi1.white@famou.edu
Project Manager Milestone 2:	Olivia Adoghe	CIS	(754)-777-2257	olivia1.adoghe@famou.edu
Project Manager Milestone 3:	Santana Martin	CIS	(321)-460-7758	santana1.martin@famou.edu
Project Manager Milestone 4:	Malachi White			
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
Florida A&M University, Vannessa Coote, Malachi White, Olivia Adoghe, Santana Martin, Non-profit organizations, Food Banks, Churches, Florida Department of Health, USA.gov, Snap				
4. Project Scope Statement				
Project Purpose / Business Justification Describe the business need this project addresses				
Give people the chance to effectilvy save food and money by creating new and pre existing recipes through AI with the food that they already have.				
Objectives (in business terms) Describe the measurable outcomes of the project, e.g., reduce cost by xxxx or increase quality to yyyy				
The outcomes are to reduce the overall cost of the amount of food people purchase (average cost of groceries is \$250), and waste when they go to the super market.				
This alternative food recipe generater will help elimatte with food waste by at least 12% through cost saving methods and reduce food cost by 40%.				

<p>Deliverables <i>List the high-level “products” to be created (e.g., improved xxxx process, employee manual on yyyy)</i></p> <p>The Food Prep AI App, Prototype, API Description to improve the overall number of food recipes, WBS, Use Case Diagram, Data Dictionary, Detailed Requirements Documents, Interactive Wireframe, Risk Register.</p>									
<p>Scope <i>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)</i></p> <p>This project will address the amount of food that someone has in the house, the cost of the food, and the AI generated recipes. The app will address dietary restrictions and give healthy options based on the food you have. The project will not address food discounting, a paywall and where to locate the food that you would like to purchase.</p>									
<p>Project Milestones <i>Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones</i></p> <p>Mile Stone 1: October 1 – Project Planning</p> <p>Mile Stone 2 : October 22 - Budget</p> <p>MileStone 3: November 19 – Interface Design</p> <p>MileStone 4: December 10 – Data design and risk management</p>									
<p>Major Known Risks (including significant Assumptions) <i>Identify obstacles that may cause the project to fail.</i></p> <table border="1"> <thead> <tr> <th>Risk</th> <th>Risk Rating (Hi, Med, Lo)</th> </tr> </thead> <tbody> <tr> <td>Accessible data sets</td> <td>Lo</td> </tr> <tr> <td>Funding</td> <td>Med</td> </tr> <tr> <td>Complexity</td> <td>High</td> </tr> </tbody> </table>		Risk	Risk Rating (Hi, Med, Lo)	Accessible data sets	Lo	Funding	Med	Complexity	High
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<p>Constraints <i>List any 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).</i></p> <p>Some of the constraints on the project that we may come across are the ability to manage the team's time, with other extra collective activities that others have. Our predetermined budget does not allow for large changes in the amount of spending that we may incur while structuring and building our system, so it may need to be widened.</p>									
<p>External Dependencies <i>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?</i></p> <p>Everyone in the project is in alignment with what needs to be done to be successful in the project. There are no outside dependencies for the group that anyone is relying on.</p>									
<p>5. Communication Strategy <i>(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.)</i></p> <p>Zoom, FaceTime, Microsoft Teams and Canvas. Team meetings are held twice a week with a weekly sprint review that is every Monday to see what we need to accomplish for the week, with status reports will be done every 2 weeks for status updates and issues coming along with the project.</p>									

6. Sign-off			
	Name	Signature	Date (MM/DD/YYYY)
Executive Sponsor	Vannessa Coote		10/1/2023
Department Sponsor	Vannessa Coote		10/1/2023
Project Manager	Malachi White	Malachi White	9/29/2023
7. Notes			