PROJECT CHARTER

CU EBIO Apple Tree Project Data Collection App

(2020/21)

Revision History

Charter Revision Register:

Change Description	Approved by	Date of Revision

Approval: ___Amy Dunbar-Wallis_____

Project Sponsor: Amy Dunbar-Wallis

Executive Summary

Project Name: CU EBIO Boulder Apple Tree Project Data Collection Application

High-level Objective Statement:

The Boulder Apple Tree Project Data Collection App will provide any mobile user with the ability to collect and contribute data to a statewide apple tree database. By using this application, the user can update apple tree photos, location and other information to keep the application more accurate.

Background Information:

Colorado's historical apple tree orchards are sparsely intact and the remnants of these orchards are highly valued for historical and intrinsic purposes alike. A higher volume of accurate data will allow for better monitoring and analysis of the remaining apple trees in Colorado and subsequently support their protection.

Successful Outcome Statement:

The Boulder Apple Tree Project will have a highly accessible data collection app which allows the entry of various data types, and updates the information on an existing interactive map.

Strategic Alignment:

The Boulder Apple Tree Project Data Collection App can help users who are interested in apple trees contribute accurate and useful information about apple trees in Colorado.

Key Initiative Alignment:

Data collection and update.

Primary Project Contacts			
Role	Name/Title	Phone	Email
Project Sponsor	Amy Dunbar-Wallis	720-299-4532	amy.dunbarwallis@colorado.edu
Accountable Executive	Alan Paradise	303-735-8098	alan.paradise@colorado.edu
Project Manager			

Project Scope & Stakeholders

In-Scope Statement:

IOS and Android data collection app will have fields for all necessary entries, involving several data types including pictures. It will then have an option to upload the entered data, requiring an internet connection. The app will automatically take the users GPS coordinates, or have an option to manually enter their coordinates. The app will populate the existing Boulder Apple Tree Map. Before the map is populated, the uploaded data must be approved by an administrator (Amy, Addie, Jude & associates). Upon approval, the data will populate automatically.

Out-Of-Scope Statement:

-Map doesn't need to show up on the app (user can check by existing map, will link to it on app)

-User can't use existing map to navigate to trees

-User can't view existing data

Assumptions:

-Will use AWS for bandwidth requirements.

Project Stakeholders:

-CU EBIO Department - Project Sponsor

-Amy Dunbar-Wallis - Project Sponsor Contact

-Addie and Jude Schuenemeyer - Project Sponsor Collaborators

-Alan Paradise - Professor

-Alexander Haynie, Tanner Ball, Zach Morrissey, Qihang Mao, Shanli Ding, Yang Li - Team Members

Impacted Measures & Improvement Targets

Impacted Performance Measurement Families: *in the section below, please indicate the primary measurement families that will be affected.* _____

Success Measures:

Measurement Family	Targeted Improvement	Target Results Date
Data collection that fulfills the given App Flowchart	Provide an easier method of data collection for apple trees than the existing epicollect app.	April 2021
Can upload data to existing databases and also generate csv files for each tree.	Uploads to the database automatically.	April 2021
Populates existing map with entered data	Can view uploaded data in reasonably short time.	April 2021
The app works properly on mobile devices (Android and IOS)	No visual bugs, no freezing. Must be clean and responsive.	April 2021

Schedule & Budget

Schedule Time Box:

Project Phase:	Deliverables/Milestone:	Baseline Time Box Dates	
Initiate	• Finalize Business Case • Receive Business Case Approval • Establish Project Budget • Identify Project Team Members • Initiate Project	**Start** August 2020	**Finish** End of September 2020
Plan	• Complete Project Charter • Conduct Project Kickoff • Develop Detailed Requirements • Develop Detailed Test plan • Develop Detailed Training Plan • Complete Detailed Risk Analysis • Develop Work (Schedule)	**Start** End of September 2020	**Finish** End of October 2020
Execute	• Finalize detailed requirements • Complete Test Plan • Complete Training Plan • Finalize Implementation Plan • Complete Testing • Complete Training • Complete Implementation	**Start** End of October 2020	**Finish** End of March 2021
Close	• Validate Measures of Success • Ensure operational controls are in place • Obtain business sign-off on deliverables • Receive approval to close project	**Start** April 2021	**Finish** May 2021

Project Budget:

	Fiscal Year 2020	
	Capital	**Operating**
Baseline/Budget	$0	$110(AWS)
Actual	$0	$0
Variance	$0	$110

Potential Risks:

-Since this will be the first time fully implementing an AWS backed application for most of us, some challenges may arise when properly adding data. The part that might be the most difficult is then taking the stored data and updating the existing map. Getting a new server wired properly to an existing application is likely the biggest challenge. To circumvent this potential issue we will properly research AWS and how the map updates its data. Since AWS is so widely used the amount of resources is likely vast, so getting help shouldn't be a problem.

-Another first for our team will be using Ionic Framework which is a front end development program for both IOS and Android, allowing the code to work on both. Learning its utilities and using them efficiently will take some work, especially then to get it to update AWS. Again, we will circumvent this with thorough research and diligence. Resources are also abundant so debugging issues with this will likely be quick. Starting early for both of these is key, both of which we have started as of December 2020.

Method for Charter Changes:

-Any change added to the charter will be discussed and agreed upon within the group first, then with Amy, our sponsor. Once a change is approved it will be added and pushed to our git repository.