

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: _____

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
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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 | |
|------------------------|--|-------------------------|-----------------------|
| <u>Initiate</u> | <ul style="list-style-type: none"> Finalize Business Case Receive Business Case Approval Establish Project Budget Identify Project Team Members Initiate Project | Start | Finish |
| | | August 2020 | End of September 2020 |
| <u>Plan</u> | <ul style="list-style-type: none"> 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 | Finish |
| | | End of September 2020 | End of October 2020 |
| <u>Execute</u> | <ul style="list-style-type: none"> Finalize detailed requirements Complete Test Plan Complete Training Plan Finalize Implementation Plan Complete Testing Complete Training Complete Implementation | Start | Finish |
| | | End of October 2020 | End of March 2021 |
| <u>Close</u> | <ul style="list-style-type: none"> Validate Measures of Success Ensure operational controls are in place Obtain business sign-off on deliverables Receive approval to close project | Start | Finish |
| | | April 2021 | May 2021 |

Project Budget:

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