Project Title	MindBodyFit	Product/Process Impacted	
Start Date	September 1st, 2018	Organization/Department	
Target Completion Date	December 12, 2018	Champion	

		Description	
1. Project Description		What problem is the team addressing? What problems do customers have? Our team is creating a fitness application that will motivate people to work out and eat healthier by creating incentives to help people reach their goals. The application will be sold to higher-end gyms and personal trainers, and they will provide the application to their clients which will allow for full utilization of the gym's resources. According to our research, 70% of people in the US are overweight, and 34% are obese. Additionally, there are people who are trying to gain, or maintain weight. We are addressing the health epidemic by providing a resource for people where they will be able to use their smartphone to view their own personalized fitness and nutrition plan created by the gym's personal trainers and nutritionists, as well as keeping in touch with them through the application to encourage or update the fitness plan. Furthermore, every month will present a new, fitness challenge that clients can buy into and the winner of the challenge will win all the money that people used to sign up. The application will make reaching fitness and health goals easier by including: personalized programs, reminders, milestones, a jackpot incentive program, and the opportunity to sign up for group classes before going to the gym.	
2. Project Scope		What areas are inside and/or outside the work of the team? What are the boundaries (start and end points)? What specific parts of the overall problem will you focus on? Our focus is to motivate individuals on their fitness journey by providing a high-stake incentive program, and a trackable, personalized fitness and diet plan that depends on the individual's goals, whether they want to lose, gain, or maintain weight. We determined the demand by speaking to local gyms, and individuals. Everybody had the same intention, and that was to have a portable resource synced to their gym which enables and motivates users to view the progress of their physique goals, have a customized fitness and diet plan that guarantees results, as well as an incentive to exercise because finding motivation can be difficult for many.We will create a mobile application that will be sold to higher-end gyms that want to provide an interactive, encouraging gym experience for their clients. The application will feature: - Meal plan customized by a dietician, and clients will have the ability to log what their eating on the app. The dietician will be able to track what the client is eating because the client's application account is synced to a specific dietician and trainer. - Workout plan customized by the personal trainer, and the trainer will weekly input the client's updated body measurements, and additional data such as the amount of weight lifted for each exercise. The client will be able to view their progress. - A communication tool where the client can chat with their trainer or dietician about questions they have, or about their fitness goals. Also for encouragement. - A calendar that will provide group classes, and the ability to sign up for it. - Videos (How-to moves) - A gym blog about health, and fitness topics. - Monthly Challenges with a jackpot incentive in the end. Users will sign up with a payment and the winner takes all the money at the end of challenge. - A dashboard that provides fitness progress, a diet grade that the dietician weekly checks and grades to make sure the client is not eating anything bad, the monthly challenge stats and who are the runner-up's to win the prize. The features align well with the scope, business objectives, and mission. The application includes everything that benefits both sides, the gym and their clients. Gyms need to attract and retain customers and clients need one tool to reach their health goals.	

1. **Project Goal and Deliverables** What must the team deliver to be successful? Does the team goal link to the key performance parameters established by the sector leadership teams? What is the baseline performance? How will the goal be measured?	**Metrics** (propose specific metrics for your project, e.g., cost reduction, time reduction, customer satisfaction, etc.)	**Baseline**	**Current**	**Goal**	
To be successful our team must deliver an application that accomplishes all the goals listed above. Measures of success: 1. MindBodyFit Prototype - Number of participating gyms - Number of Users - Customer Satisfaction - Amount of Usable Data to formulate business insights and improve application for users. Ex: How many people reached their fitness goals? 2.) App Revenue - Service Charge from participating gyms 3.) Number of Gym Partnerships - Gyms who adopt MindBodyFit for their specific use of gym members.					
	Customer Satisfaction with the application as a whole.	0	0	Achieve a 88% customer satisfaction rate.	
	Success rate with clients reaching their fitness goals.	0	0	Achieve a 75% success rate.	
	Number of Users	0	0	Gain 15,000 users within the first year of business.	
	Number of Gym Partnerships	0	0	Partner with 15 gyms within the first year of business.	

4. Business Results Expected	We expect to create a functioning prototype in order to represent what the application will ultimately look like once it is fully built, with all proposed features included.	
5. Team members	Who is this team accountable to? Who is your champion? Who is on this team? What are the specific skills/roles of each team member? Who can the team turn to for expert guidance? We are accountable to our professor, Anthony Messina. Our champion is Anthony Messina. Our team consists of Cindy Lian, Callie Swanson, Eric Donohue, and Caroline Lykhokon. We can turn to our professor for guidance.	

6. Support Required and risks	What additional resources does the team need? What obstacles does the team see, and how can they be resolved? Resources: - Prototyping software: JustinMind - Market research (i.e. Number of gyms that provide an application to their members) - Research on current fitness and diet applications. Risks: - Clients will not reach their fitness goals. - Clients will prefer other applications. - People cheating on the incentivized monthly challenges. - Gyms not willing to pay for the software.	
7. Customer Benefits	How will this project help the customer of the organization? Could improvements have a negative impact on the customer? This project will benefit gyms by attracting and retaining customers by providing the application to their members. On the other side, clients will have a personalized fitness and diet plan, be able to track their progress, and be motivated by the incentivized monthly challenge where the winner wins the jackpot of money. The application's features will encourage clients to reach their goals.	
8. Technology Architecture	What are the specific tools/technologies you will be using? What is the experience of team members with these tools? We will be using Justinmind. All team members have previous experience using this software for prototyping capabilities.	

9. Overall schedule/Work Breakdown Structure (Key milestones & dates)	Responsible individual	Output (notes, diagrams, interviews, screen prints)	Date started if in progress Or Expected completion date	Date completed or date completion is expected
Planning	Callie Swanson		9/11/18	9/20/18
Analysis	Eric Donohue		9/20/18	10/5/18
Design	Cindy Lian		10/6/18	10/15/18
Implementation: Construction	Caroline Lykhokon		10/16/18	11/3/18
Implementation: Testing	All members		11/4/18	11/14/18
Installation	All members		11/15/18	11/17/18

Charter Development Guidelines: Examples are in *italic*s. You can expand the form to meet your requirements as you enter text.

Project Title: Enter the name for your project – the name should convey a sense of purpose. Should contain an action word; such as – improve, develop, implement, reduce, etc.
Reduce Cycle Time for Resolving Disability Disputes

Product/Process Impacted: What you are working on.
Disability Claim Process

Champion: The sponsor of the project.
Department Head

Organization: Where you work.
Corporate HQ – Shared Services

Start Date: This is the first day on the project.

Target Completion Date: This is depending on the negotiated time line and scope with the sponsor.

1. **Project Description:** Several sentences addressing: why you are undertaking this project, the magnitude of the problem, general approach to be taken and expected benefits.

The Shared Services Benefits Group receives on average 30 claim appeals per month. Many of these are resolved by providing information clarifying the process and others should have been handled locally or by directly working with the service provider. This project will improve the process currently in use so that calls/claims are resolved quicker. This will allow members of this organization to focus on more strategic issues and will improve client satisfaction and eliminate re-work.

2. **Project Scope:** What the boundaries are of the process that you are going to be working on.

This "Process" begins with opening of a claim dispute and ends when the disputed claim case being closed.

3. **Project Goal:** Describe the target(s) that you are planning to achieve. Reduce cycle time by 50%, reduce cost per computer installation by 50% etc. If you don't have a quantifiable target then you cannot claim that you have reached your goal.

Include the historical baseline information. The current value for the process will be updated as the project progresses toward your goal.

For cycle time: Baseline- 2 days, Current- 2 days, Goal- 1 day (the goal reflects the 50% reduction from baseline)
For cost: Baseline- $1000, Current- $800, Goal- $500 (the goal reflects the 50% reduction from baseline)

You may have other metrics that you are working to impact; if so, substitute them for any that don't apply. You may have only one metric and will rarely have more than three.

4. **Business Results:**   What the benefits are to your organization when this project is complete. How will this project impact your organizations "Dashboard" metrics? What will be the impact to the financial bottom line?

5. **Team Members:** List the dedicated team members and also any other regular contributors to the success of the project.

6. **Support Required:** Identify other resources that may be required, such as outside consultants etc.

7. **Customer Benefits:** What the benefits are to the customers of this project if the process/product is improved.
The people using the claims dispute process will get faster results and resolution of their claim. This should result in better customer satisfaction levels with the process as well as improved productivity of service operators through fewer status inquiries.

8. **Technology Architecture:** What are the tools you will be using (development tools, data base, etc)? How will you obtain the tools? What is the level of experience of specific team members with these tools?

9. **Schedule:** Enter the anticipated dates that you will complete each phase of the project; work with your champion to determine these dates.