



**UNIVERSIDADE DE BRASÍLIA
FACULDADE DE TECNOLOGIA
ENGENHARIA DE PRODUÇÃO
PROJETO DE SISTEMAS DE PRODUÇÃO 1**

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**MOBILE EDUCATION – CONTENT CREATION
(FINANCES)**

Preliminary Project

BRASÍLIA - DISTRITO FEDERAL

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Project Charter			
Version	Date	Authors	Notes
1.0	21/09/2021	Eduardo Augusto Dalmolin; Leandro César Aguiar; Ian Rocca	



1. PURPOSE OF THE DOCUMENT

This document aims to describe how the project will be executed, controlled, monitored and closed. In addition to serving as a guide for the team throughout the project. It unites concepts from the Project Charter and the Project Management Plan.

2. PROJECT DESCRIPTION

Mobile Education Content Creation (FINANCES): with the systematic and general changes generated by the closure of *Lixão da Estrutural*, the garbage collectors found it difficult to: manage a monthly income, no longer a daily; manage the established cooperatives; search for complementary income alternatives; and effectively exercise their citizenship.

With that context in mind, this project aims to deliver an application or website that helps to fill the financial education gap experienced by this socially vulnerable population of garbage collectors. The utmost goal, then, is to change their mindset about how to deal and manage their own money, so they can easily fulfill their primary necessities.

To do so, the main activities of this Project are to revise previous semesters contents, study the actual necessities of that group, through surveys and interviews, and then propose a new and more practical line of financial educational content.

3. PROJECT OBJECTIVES AND GOALS

The project will be considered successful if it delivers within the deadlines to be aligned during the execution:

- A systematic review of what has already been developed in the literature of the theme and also what has been developed by previous projects in PSP classes;
- A perception of the current conditions regarding the needs and difficulties of the waste pickers in relation to education, finance behaviors and use of technologies;
- A proposition of a new structure to the content of the personal finances course and to the interface and usability of the application.



4. SCHEDULE

The proposal to the schedule of the project still needs to be improved but the most important is to validate with the interested parties all the deliveries that have to be done and the time we need to develop each step of the project.

Delays will be aligned between all parties and will trigger changes in the original schedule.

Task	Start Date	End Date
1. Project start	21/09	24/09
Elaboration of the Preliminary Project		
Validation of the Preliminary Project		
2. Bibliometric Research	21/09	26/09
Search for conditions and necessities of better education for vulnerable population		
3. Review of Material from Previous Semesters	24/09	01/10
Study the material and interface of projects previously done		
List basic content and interface points of these projects		
4. Comprehension of the Current Conditions	01/10	15/10
Elaborate an application form to understand the current condition of the waste pickers. Verify aspects such as: <ul style="list-style-type: none">Relationship and behavior with money;Available time and interest in taking the course;Difficulties in reading;Problems with content complexity;Problems with the amount of content;Difficulties interacting with the interface;Difficulties using gadgets such as computers or cellphones.		
Interview the waste pickers leaders: <ul style="list-style-type: none">Elaborate the script of the interview (understand their interest in learning topics in general);List the waste pickers and get in touch;Interview the waste pickers.		
Synthesize the results of this step		
5. New Content Proposal	15/10	29/10
Point out new contents that can complement the articles and address the conclusions produced in the fourth step		



Elaborate a questionnaire to validate the new content

Interview the waste pickers leaderships

Synthesize the results of this step

Proposal Validation**25/10****01/11**

Make the first version of the last proposal of content creation and interface based on the conclusions in fourth and fifth steps

Validate with stakeholders such as previous PSP1 and PSP2 project's teams, the Aalborg University Stakeholders and our professors

Product Delivery**01/11****05/11**

Develop the definitive version of the proposal of application's content and interface

Deliver the final documents to the Aalborg University Stakeholders

5. QUALITY MANAGEMENT PLAN

Throughout the project, processes for monitoring and reviewing the artifacts will be adopted, in order to ensure that the deliveries made will meet a satisfactory level of quality, in addition to meeting the necessary requirements. For this, the following will occur:

- Alignments with the PSP2 and PSP1 previous teams in this theme in order to:
 1. Ensure the maintenance of the important points of their previous work and validate our additions to the project;
 2. One touch point with them at the beginning of the project to align necessities of the project and another at the final steps to validate our deliveries.
- Alignments and meetings with Aalborg University stakeholders, to collect feedback and guidance on the construction and progress of the project:
 1. Alignments and meetings, by demand of each deliverable, with Aalborg University stakeholders in order to collect the advices mentioned.

6. COMMUNICATION MANAGEMENT PLAN

The team will manage and execute the project via remote contact, due to the pandemic scenario and distance between stakeholders. Communication will take course by message exchange and meetings.

- **WhatsApp:** Tool used for short form and dynamic conversation, also for document sharing. It will be used for daily communication within the Project group and between them and the PSP5's representative.



- **Microsoft Teams:** Main channel of the project management and live communication between the project team and the stakeholders from the other PSP's teams, through which project follow-up meetings will be held, in addition to the presentation of deliveries for the PSP1 class. It will be also used as a cloud to organize all derivables and developed documents.
- **Discord:** Central tool for contact between teams from different PSP classes and Aalborg University Stakeholders. In addition to being a means of exchanging and documenting information relevant to the teams, the tool will also be widely used for meetings between different parties involved.
- **Face-to-face interviews:** They will be used for communication with the waste pickers or their representatives to collect perceptions and feedback about the app's interface and content. All necessary precautions will be taken.
- **Surveys:** They will be use to collect data from the waste pickers or their representatives in order to understand their necessities and to validate the new content.

7. RISK MANAGEMENT PLAN

Risk Description	Risk Treatment	Probability of Occurrence	Impact	Action plan
Overload of other demands, whether from UnB or from team members' jobs	Mitigate	High	Decrease in the productive capacity of team members	Separate the deliveries and assign these parts of the job to each one of the team members in order to decrease the volume of work
Lack of meeting times that meet both the Denmark Stakeholders and the PSP1 team's agendas	Mitigate	High	Delays and difficulty in understanding what is being demanded	Use other means of communication in order to acquire more information and alignment
Interviewees' limitation in access to technology necessary for conducting online interviews	Avoid	Medium	Limited survey of information needed for the project	Schedule a day in which the team is able to interview all the population selected; Select a small population
Total project time is insufficient to complete deliverables	Mitigate	Medium	Delay in final delivery	Divide the work between the team members and pay constant attention to the schedule applying changes if necessary



Develop content that has already been developed	Mitigate	Medium	Project end up not adding relevant content to the structure of the course	Review all the content already developed and seek to understand what is missing
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8. STAKEHOLDER MANAGEMENT PLAN

Stakeholders	Responsibilities
<ul style="list-style-type: none">■ Paulo Celso■ João Mello	Supervise the progress of the project
<ul style="list-style-type: none">■ Daniel Britze■ Jacob Vejlin Jensen■ Matheus Halbe	Provide continuous feedback on the project and the deliverables
<ul style="list-style-type: none">■ Eduardo Augusto■ Leandro César■ Ian Rocca	Run the Project
<ul style="list-style-type: none">■ PSP5 Team	Validate and guarantee the quality of deliveries made
<ul style="list-style-type: none">■ Waste Pickers	Answer our questionnaires and provide their view about the discussed matters