



GIVE BACK EVENT 2024

INFO 5306 Project Management for Information Systems

Alpha Integrated Management, Inc.

Agnes Adam, Leela Abhiram Gudapati, Madhan Dadi, Zoe Li



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PART 1: Project Scope

Scope

Alpha Integrated Management, Inc. offers comprehensive project management planning that is fully integrated with the client's needs. The Department of Information Science under the University of North Texas' College of Information is seeking a Project Management team to establish "UNT Give Back Event 2024".

We offer complete Project Management from the initial planning to closure and quality assurance with "Agile Project Management" methodology to offer a truly integrated execution. Agile Project Management divides a whole project into easily manageable smaller sections and timeframe to ensure the completion of each section that would build up to the next successful sections.

Every team member in Alpha Integrated Management, Inc. will review and give feedback on each section while we continuously collaborate with clients. The main values of Agile Methodology are collaboration, people-oriented, and adaptability. Alpha Integrated Management, Inc. would be delighted to share our expertise and ensure the success of your project. Below are the initial scope and overview for the UNT "Give Back" Event 2024.

(By Agnes Adam 1/30/24).

1. Who?

Primary Client: University of North Texas 'College of Information'

Name of representative: Dr. Malak Khader, Ph.D.

Title: Ph.D. INFO 5306 Professor

Contact Information: MalakKhader@my.unt.edu

Role: The professor serves as the primary client, and has extensive experience in information science education and a strong commitment to community outreach. The professor envisions the Give Back Day as an opportunity for her students to apply their skills in a real-world setting while making a positive impact on the community. Overseeing the planning and execution of the Give Back Day event. Responsibilities include curriculum development, resource allocation, coordination with student volunteers, and overall project supervision.

Secondary Clients:

Target Audience: Underprivileged Individuals in the Community

Demographic Information:

- Age Range (18-60+): Providing services for different age groups and life stages across generations.
- Widening Education Levels: Adapting diverse educational backgrounds and support for varied learning needs.
- Socioeconomic Status: Low-income or homeless individuals and initiating economic empowerment, breaking barriers for homeless communities.
- Cultural Diversity: Representing a diverse mix of cultural backgrounds and providing community engagement.
- Special Needs: Providing accessibility for individuals with disabilities and empowering them in all outreach efforts.

Specific Needs and Challenges:

- Basic Necessities: Bridging gaps in accessing essential items like clothing, food, and bedding.
- Support Services: Potential need for counseling or assistance with addiction/homelessness supporting mental health.
- Educational Opportunities: Breaking limited access to educational access and promoting resources to education for all ages.
- Employment Opportunities: Desire for information hubs, job training and empowerment through career development.

Communication Outreach:

- Local Radio: Use of local radio helps in reaching a wider section of audience.
- Community Spaces: Transforming and utilizing local community Spaces to reach the target audience.
- Social Media: Need to create a digital presence, amplify reach and harness the potential of social media.
- Non-Profit Organizations: Strengthening collaborations with local organizations serving and empowering underprivileged communities.
- Local Schools: Engaging as community anchors with local schools to reach families in need.
- Homeless Shelters: Establish contact with shelters to identify and invite individuals who may benefit from the event.

This demographic and contextual information serves as a foundation for understanding the target audience and tailoring the Give Back Day event to meet their specific needs. The professor, along with the project team, will engage with community organizations and representatives to ensure the event is inclusive and addresses the diverse needs of the underprivileged individuals in the community. By understanding the

primary and secondary clients, the project can tailor its approach to meet the specific needs and challenges of the underprivileged community while aligning with the professor's goals for the Give Back Day event. (By Leela Abhiram)

2. What

This is a preliminary scope for the proposal of a Project Management Plan for a “Give Back” 2024 event for the College of Information at the University of North Texas. The project will include a complete scope from planning to conclusion of the event while representing UNT’s goals and missions. The proposal will include the amount of staff required during planning and during the event, the time frame from planning to execution, the capital and equipment needed, operating costs, and a budget proposal.

Operating costs would be included in the budget proposal, such as the publication materials, parking, travel, equipment, rental, and other expenses. The Project Management Plan also includes sponsorship and donation planning, since these would be one of the most crucial aspects of the event. Since this is a “Give Back” event, students are also encouraged to participate and we shall propose a plan to gather student volunteers for the event. The budget given is between \$15,000 to \$30,000.

The major scope would be finding between 20 to 50 sponsors, whether it be monetary or service sponsorship. Monetary sponsorship would allow this project to cost upwards of \$30,000. The next major scope would be the days leading to the event and the day of the event and ensuring a smooth execution throughout the event. The plan would also include the closure of the event, which may include participants’ satisfaction survey and distribution of extra items, and the possible Return of Investment. (By Agnes Adam 1/26/24).

3. When

The "Give Back" 2024 event at UNT's Information Science department will kick off its project with scope definition from February 1 to February 15, 2024. This involves outlining goals, identifying stakeholders, and aligning with UNT's mission.

Staffing and resource planning will follow from February 16 to March 1, determining roles and required staff.

Budget planning is set for March 2 to March 15, covering expenses like materials, travel, and rentals.

Sponsorship and donation planning will run from March 16 to April 15, focusing on securing vital support.

Student volunteer recruitment is scheduled for April 2 to April 15, 2024.

The main event phase spans April 16 to July 15, with logistics, vendor coordination, Sponsorship finalization and finalizing schedules.

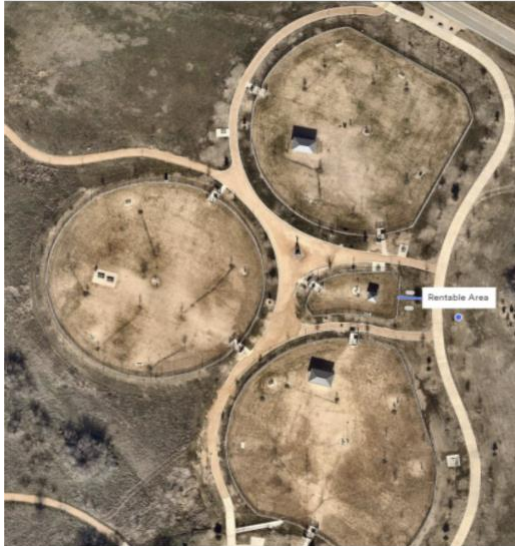
The event is on July 16-17, 2024.

Post-event closure activities occur from July 18 to July 31, including participant surveys and ROI assessment, concluding the project successfully by July 2024.

(Madhan, 1/30/24)

4. Where?

The location chosen for the event is **North Lakes Park, Denton, Texas.**



Address: 2001 W Windsor Drive, Denton, Texas 76201

- Price
 - Cost per hour \$15.
 - <https://secure.rec1.com/TX/city-of-denton-tx/catalog/index?filter=dGFiJTVCMTAwNCU1RD0xJnNIYXJjaD0>
 - Available times:
 - 6 am to 10 pm
- Features
 - 351 Acres. It includes soft surfaces and concrete trails that allow people to walk and present events. It also has two lakes, 3 playgrounds, benches, and picnic locations.
- Accessible and flexible
 - The park is near UNT campus.
 - Drive time: 10 mins / Bike time: 13 mins.
 - It is a public park that is easy for people to find and accessible. The location is also convenient for residents or patrons to attend the community giveaway events.
 - Also, convenient for campus volunteers and faculty to help the event.

- Natural setting
 - The park is a pleasant and relaxed location. It also contributes to a positive experience. Attendees can come and go, and won't feel restricted.
- Community
 - Hosting the event in the park can foster the relationship between people and the community.
 - Partnership can be fostered too. They can contribute financial support and promotion.
 - The park is surrounded by a variety of facilities that are useful for those in need of additional assistance.

- Optional choice location: Quakertown Parks (Due to budget limitations, we will choose single location for now)

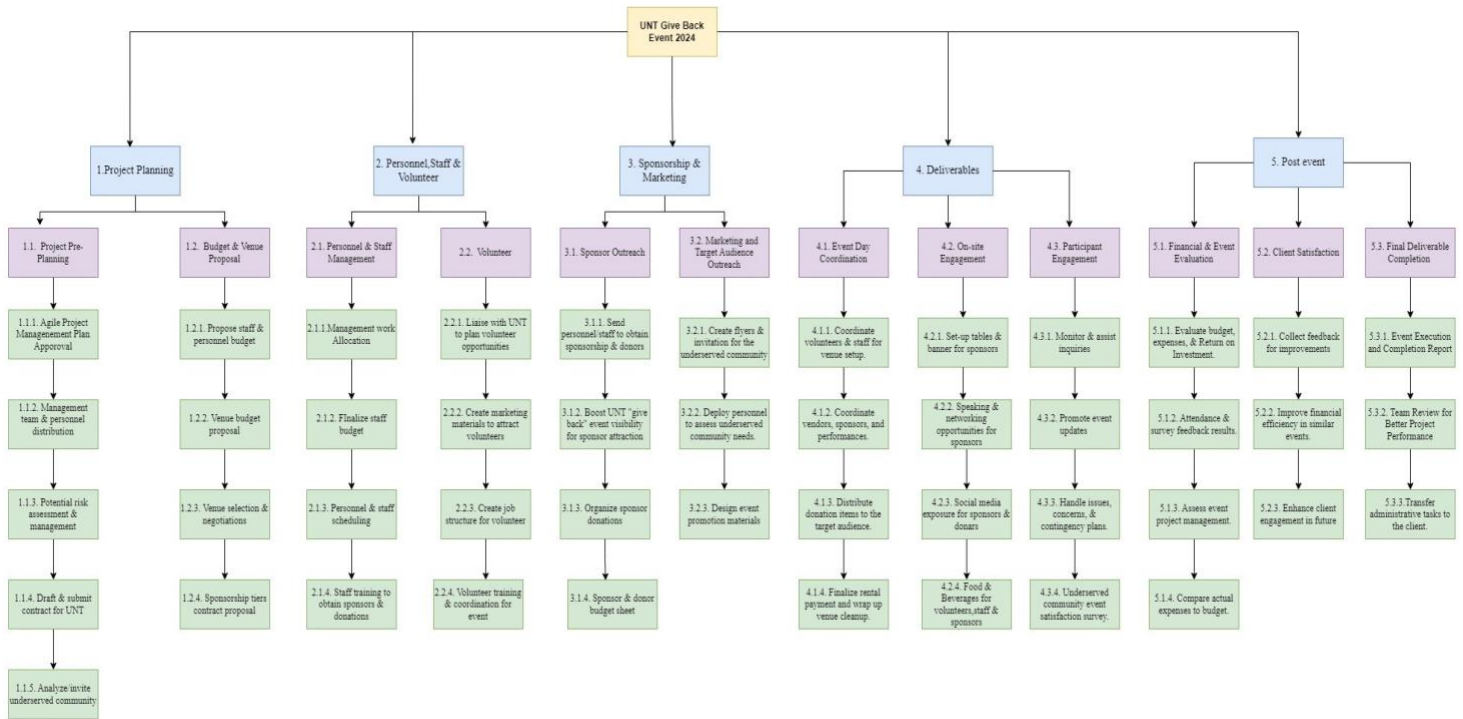
(By Zoe Li)

5. How?

To make sure the Give Back 2024 event is in line with the objectives of the University of North Texas (UNT) Information Science program, a comprehensive strategy and set of methods are outlined below.

- Initial Client Meeting: Arrange a meeting with the client to discuss the project's requirements and expectations. This can be an important step in ensuring that the project's objectives are in line with UNT's mission and values.
- Design a Time-Scheduled Plan: Using the details gathered from the first meeting, develop a comprehensive project plan with important dates, milestones, and roles to guarantee effective time management and adherence when planning the Give Back Event.
- Volunteer Coordination: Putting together a strong team and providing training through efficient recruitment is a crucial component of this initiative. This will entail setting up selection criteria to see if volunteers can be available and scheduling training sessions to provide them with event-specific knowledge.
- Budget Preparation: Prepare a thorough budget that details all anticipated costs, including those for supplies, transportation, volunteer assistance, and any other expenses listed with total transparency and alignment within the budget allotted.
- Promotion and Outreach: In order to reach a large audience, develop a marketing plan to publicize the event using UNT communities and social media handles. This should emphasize the significance of the event and its influence on the community, aiming to attract sponsors as well as prospective guests. (Joshna, 31/1)

PART 2: Project Breakdown



More detailed descriptions of the project breakdown and the person in charge for each element can be found below:

1. Project Planning

Person in Charge: Agnes Adam

1.1. Project Pre-planning

- 1.1.1. Agile Project Management Plan approval
- 1.1.2. Management team and personnel distribution
- 1.1.3. Potential risk assessment and management
- 1.1.4. Draft and submit contract for UNT
- 1.1.5. Analyze underserved community around UNT and how to invite them

1.2. Budget and Venue Proposal

- 1.2.1. Propose staff and personnel budget
- 1.2.2. Venue budget proposal
- 1.2.3. Venue selection and negotiations
- 1.2.4. Sponsorship tiers contract proposal

2. Personnel, Staff & Volunteer

Person in Charge: Agnes Adam & Leela Abhiram G.

2.1. Personnel & Staff Management

- 2.1.1. Management work allocation
- 2.1.2. Finalize staff budget
- 2.1.3. Personnel and staff scheduling
- 2.1.4. Staff training to obtain sponsors and donations

2.2. Volunteer

- 2.2.1. Liaise with UNT to plan volunteer opportunities
- 2.2.2 Create marketing materials to attract volunteers
- 2.2.3 Create job structure for volunteer
- 2.2.4 Volunteer training and coordination for the event

3. Sponsorship and Marketing

Person in Charge: Madhan Dadi & Zoe Li

3.1. Sponsor Outreach

- 3.1.1. Send personnel/staff to obtain sponsorship and donors
- 3.1.2. Promote Branding visibility for UNT “give back” event to attract sponsors
- 3.1.3. Organize sponsor donations (goods/services/monetary)
- 3.1.4. Sponsor and donor budget sheet

3.2. Marketing and Target Audience Outreach

- 3.2.1. Create flyers and invitation for the underserved community
- 3.2.2. Send personnel/staff to assess the needs in the underserved community
- 3.2.3. Create flyers, posters, banners, social media posts, and advertisement of the event

4. Deliverables

Person in Charge: Zoe Li and Agnes Adam

4.1. Event Day Coordination

- 4.1.1. Coordination of volunteers and staff in setting up the venue
- 4.1.2. Coordinate vendors, sponsors with goods/services offered, and performances.
- 4.1.3. Preparing and distributing donation items to the target audience
- 4.1.5. Complete rental payment, clean up and wrap up venue at end of day

4.2. On-site Engagement

- 4.2.1. Set-up tables and banners for sponsors
- 4.2.2. Speaking and networking opportunities for sponsors
- 4.2.3 Social media exposure for sponsors and donors
- 4.2.4. Food and Beverages for volunteers, staff, and sponsors on site

4.3. Participant Engagement

- 4.3.1. Monitoring and helping participants with any inquiries.
- 4.3.2. Communicate and generate excitement for the event updates on social media.
- 4.3.3 Address any issues or concerns and contingent plan.
- 4.3.4. Satisfaction survey during the event for the underserved community

5. Post-event

Person in Charge: Zoe Li & Joshna Jose

5.1. Financial and Event Evaluation

- 5.1.1. Detailed budget analysis, breakdown of expenses, and Return of Investment
- 5.1.2. Attendance numbers and survey feedback results
- 5.1.3. Evaluation of the effectiveness of the event project management
- 5.1.4. Comparison of actual expenses against budgeted amounts

5.2. Client Satisfaction

- 5.2.1. Collect feedback and improvement suggestions for future events
- 5.2.2. Ideas for enhancing financial efficiency for similar events

5.2.3. Strategies for improving client engagement in future events

5.3. Final Deliverable Completion

5.3.1. Event Execution and Completion Comprehensive Outcome Report

5.3.2. Team Performance Review for Enhanced Project Execution

5.3.3. Hand off all administrative requirements & deliverables to client

PART 3: Project Schedule

Roles of Management and Personnel:

1. Project manager: oversees everything
2. Event manager: oversees day of the event and leading to it
3. Finance Manager: oversees all finance
4. Legal team: oversees contracts, SOP, agreements
5. Field supervisor: Help Event manager supervise volunteers and personnel
6. Sponsorship Manager: oversees sponsors relations, liaison, contracts
7. Accountant - Oversees all event-related financial transactions
8. Survey Coordinator - Oversees event survey process
9. Financial Analyst - Reviews financial data for trends and insights

Task	Milestone	Definition & Characteristics	Resources	Start Date	End Date	Duration	Responsible Person(s)
1. Project Planning							
1.1. Pre-Planning							
1.1.1. Project Management Approval	Obtain PM Contract	Criteria for the UNT “Give Back” Event 2024 is received and Alpha Integrated Management Inc. (Group 1) decides on Agile Project Management on team’s approval.	Project Manager, Management Planning and Certification website, Client meeting.	1/30/24	1/30/24	1 day	Agnes Adam
1.1.2. Team and Personnel Distribution	Finalize teams and managers.	Choose management team and personnel distribution for the event (hire extra or volunteers)	Project manager, Event manager.	1/15/24	1/20/24	5 days	Agnes Adam
1.1.3. Potential	Finalize Standard	Analyze and assess risk and risk	Project manager,	1/15/24	1/20/24	5 days	Agnes Adam

Risk Assessment & Management	Operational Procedure and Crisis Management.	management for event preplanning and through the event.	legal team, field supervisor.				
1.1.4. Contract for UNT	Finalize signed draft	Complete draft contract for UNT and submit by 2/2/24.	Legal team, Project Manager, printer.	1/22/24	2/2/24	10 days	Agnes Adam
1.1.5. Analyze Underserved Community	Reports on items required in the underserved community.	Send teams to visit the underserved community as the event target audience to assess their needs for the event to accomplish.	Event manager, Field supervisor, transportation , printed reports on the community.	2/2/24	2/5/24	4 days	Agnes Adam
1.2. Budget and Venue 1.2.1. Propose staff and personnel budget	Finalize staff and personnel budget	Approval for Management staff and Personnel from Alpha Integrated Management, Inc.	Finance manager, legal team, printer, printed budget sheets.	2/5/24	2/9/24	5 days	Agnes Adam
1.2.2. Venue Budget Proposal	Client approved overall budget	Propose venue with detailed budget for UNT approval.	Project manager, Event manager, Client meeting.	2/12/24	2/14/24	3 days	Agnes Adam
1.2.3. Venue Selections	Booked venue	Finalize venue, sign contract, set a down payment	Project manager, finance manager.	2/15/24	2/16/24	2 days	Agnes Adam

1.2.4. Sponsorship Contract Proposal	Approved sponsorship contract.	Create a “Sponsorship Package” and sponsor contracts for approval with UNT.	Event manager, Sponsorship Manager, client meeting, printed and bound contract.	2/19/24	2/23/24	5 days	Agnes Adam
2. Personnel, Staff & Volunteer							
2.1. Personnel & Staff Management	Management tasks assigned using Project	Strategically assign tasks and responsibilities to the	Project Manager, Project	2/24/24	2/26/24	3 days	Leela Abhir am G.
2.1.1. Management work allocation	Management Software	management team to maximize productivity	Management Software (e.g., Asana, Trello), Task Assignment Tools				
2.1.2. Finalize Staff Budget	Staff budget finalized with detailed expense breakdown	Thoroughly finalize the budget allocation for staff expenses, ensuring financial efficiency	Finance Manager, Financial Software (e.g., QuickBooks, Xero), Budget Templates	2/27/24	3/2/24	4 days	Leela Abhir am G.
2.1.3. Personnel and staff scheduling	Optimal staff scheduling plan	Optimize staff scheduling to ensure adequate coverage	Project Manager, Field Supervisor,	3/3/24	3/7/24	5 days	Leela Abhir am G.

	implemented	and resource utilization	Scheduling Software (e.g., Shift Planning, Deputy), Staff Availability Database				
2.1.4. Staff training to obtain sponsors and donations	Staff trained on effective sponsor acquisition	Provide comprehensive training to staff to effectively secure sponsors and donations	Sponsorship Manager, Training Materials (e.g., presentations, manuals), Sponsorship Guidelines	3/8/24	3/12/24	5 days	Leela Abhiram G.
2.2. Volunteer							
2.2.1. Liaise with UNT to plan volunteer opportunities	Volunteer roles aligned with event needs	Collaborate with UNT to strategically plan volunteer roles aligned with event needs	Event Manager, Volunteer Coordinator List	3/13/24	3/16/24	4 days	Leela Abhiram G.
2.2.2 Create marketing materials to attract volunteers	Volunteer marketing materials developed	Develop compelling marketing materials to attract and engage potential volunteers	Event Manager, Graphic Design Software (e.g., Adobe Photoshop, Canva), Marketing Resources	3/17/24	3/20/24	4 days	Leela Abhiram G.

2.2.3 Create job structure for volunteers	Clear volunteer roles and responsibilities defined	Define clear roles and responsibilities for volunteers to optimize their contributions	Event Manager, Volunteer Role Descriptions, Task Allocation Plan Chart	3/21/24	3/24/24	4 days	Leela Abhiram G.
2.2.4 Volunteer training and coordination for the event	Volunteers prepared and coordinated for event	Conduct thorough training and coordination of volunteers to ensure their readiness for the event	Volunteer Coordinator, Event Manager Training Program Modules, Event Logistics Plan	3/25/24	3/30/24	6 days	Leela Abhiram G.
3. Sponsorship and Marketing							
3.1. Sponsor Outreach 3.1.1. Send personnel/staff to obtain sponsorship and donors	Assign staff for sponsor outreach	Engage staff to seek support and contributions from potential sponsors and donors.	Project Manager, SponsorShip Manager, Legal Manager	03/16/2024	03/22/2024	7 days	Madhan Dadi
3.1.2. Promote Branding visibility for UNT “give back” event to attract sponsors	Create comprehensive branding strategy	Increase UNT's brand visibility to attract sponsors for the "give back" event.	Project Manager, SponsorShip Manager, Design Team, Graphics computer, 4K Monitor	03/23/2024	03/26/2024	4 days	Madhan Dadi

3.1.3. Organize sponsor donations (goods/services/monetary)	Coordinate with sponsors for donation logistics	Coordinate and manage the collection of sponsor donations, including goods, services, or monetary contributions.	Project Manager, Finance Manager	03/27/2024	03/30/2024	4 days	Madhan Dadi
3.1.4. Sponsor and donor budget sheet	Compile a detailed budget sheet reflecting sponsor and donor contributions	Create a budget sheet detailing contributions from sponsors and donors.	Project Manager, Finance Manager, Internet, Social media and email system	03/31/2024	04/01/2024	2 days	Madhan Dadi
3.2. Marketing and Target Audience Outreach 3.2.1. Create flyers and invitation for the underserved community	Finalize and print the flyers and invitations for distribution	Develop promotional materials, including flyers and invitations, targeted at the underserved community.	Project Manager, Marketing Team, Registration forms, website	04/02/2024	04/04/2024	3 days	Madhan Dadi
3.2.2. Send personnel/staff to assess the needs in the underserved community	Assemble team for community needs assessment	Deploy staff to evaluate the requirements and challenges within the underserved community.	Project Manager, Field Supervisor, Team, LED Displays	04/05/2024	04/08/2024	4 days	Madhan Dadi
3.2.3. Create flyers, posters, banners, social media posts, and advertisement of the	Develop engaging promotional materials	Generate various promotional materials across different platforms to advertise the event.	Project Manager, Marketing Team, All the materials,	04/09/2024	04/15/2024	7 days	Madhan Dadi

event			Paper, Pen, Website				
4. Deliverables 4.1.1 Coordinate volunteers and staff for venue setup	Schedule a meeting with volunteers and staff, and successfully break down duties.	Assigning duties and roles. Communicate instructions and information.	Field supervisor, Event manager, volunteer lists, staff	4/16/2024	5/1/2024	15 days	Zoe Li
4.1.2 Coordinate vendors, sponsors and performance	Double-check legal documents, check arrival time and agenda of the deliver day	Schedule arrival time and duty.	Vendors, sponsors, legal team, field supervisor, Sponsorship Manager	5/2/2024	5/17/2024	15 days	Zoe Li
4.1.3 Distribute donation items to the venue	Break down duties and set up the venue.	Check-in donations, and establish guidelines for different places.	Volunteers, staff	5/20/2024	5/30/2024	10 days	Zoe Li
4.1.4 Finalize rental payment and wrap up venue cleanup	Confirmation, finalize payment, ready for the delivery day.	invoice verification, and payment processing. Venue inspection and walk-through	Finance manager, legal team, event manager, accountant	6/1/2024	6/20/2024	20 days	Zoe Li
4.2. On-site Engagement 4.2.1 Set up tables & banners for sponsors	Finish all the setup and decoration. Photography for social media.	Decorate the place and set up.	Volunteers, staff, field supervisor, supplies.	7/1/2024	7/11/2024	10 day	Zoe Li

4.2.2 Speaking & Networking opportunities for sponsors	Introduce speaking	Welcome speaking, Sponsor spotlight, vendor product demonstration, networking.	Sponsorship Manager, vendor, sponsor	7/16/2024	7/17/2024	2 days	Zoe Li
4.2.3 social media exposure for sponsors donors	Photography for the event. Post on social media.	Create live shows on social media. Promote the event.	Staff, field supervisor.	7/16/2024	7/17/2024	2 days	Zoe Li
4.2.4 Food & beverages for volunteers, staff and sponsors.	make sure food and beverages are adequate	Provide food and beverages in the staff break room.	Field supervisor, break room service. Food and drinks. Staff, volunteers.	7/16/2024	7/17/2024	2 days	Zoe Li
4.3. Participant Engagement 4.3.1 Monitor and assist inquiries	Continuously monitor incoming inquiries throughout the event	Keep monitoring and make sure to solve all issues.	Event manager, field supervisor.	7/16/2024	7/17/2024	2 days	Zoe Li
4.3.2 promote event updates. Share future events.	Continue posting pictures and videos on social media. Collect viewer's data.	Staff keep track of social media updates. Keep posting future dates and event locations.	Staff, field supervisor.	7/16/2024	7/26/2024	10 days	Zoe Li
4.3.3 Handle issues, concerns,	24/7 support provided.	Handle public relationships, quick decision-making,	Field supervisor, event	7/16/2024	7/17/2024	2 days	Zoe Li

and contingency plans		and team communication. Emergency services coordination. Crowd management.	manager, and project manager.				
4.3.4 Underserved community event satisfaction survey	Distribute event surveys and record results.	Provide surveys for attendees, ask for feedback.	Staff, Survey Coordinator, survey lists	7/18/2024	7/31/2024	13 days	Zoe Li
5. Post-event 5.1. Financial and Event Evaluation. 5.1.1. Detailed budget analysis, breakdown of expenses, and Return of Investment.	Financial report on event expenditures and ROI analysis completed.	Conduct a thorough financial analysis to assess event expenses and determine the return on investment for economic insights.	Accountant, Accounting software, financial reports	7/18/2024	7/19/2024	2 days	Joshna Jose
5.1.2. Attendance numbers and survey feedback results.	Analyze attendance data and initial survey feedback	Count attendees and analyze survey data to assess event success and identify improvements.	Survey Coordinator, Attendance tracking system, surveys	7/19/2024	7/21/2024	3 days	Joshna Jose
5.1.3. Evaluation of the effectiveness	Project management evaluation	Review and assess project management methodologies and	Project Manager, Documentation, team feedback,	7/21/2024	7/23/2024	3 days	Joshna Jose

of the event project management .	report draft done	team performance during the event.	management software.				
5.1.4. Comparison of actual expenses against budgeted amounts.	Report comparing expenses for review	Analyze financial outcomes by comparing actual event expenses against the pre-event budget.	Financial Analyst, Budget reports, financial statements.	7/23/2024	7/24/2024	2 days	Joshna Jose
5.2. Client Satisfaction 5.2.1. Collect feedback and improvement suggestions for future events.	Feedback process done, report made.	Collect feedback to assess the Give-back event, highlighting successes and areas for improvement.	Project Manager, Survey tools, feedback forms.	7/24/2024	7/25/2024	2 days	Joshna Jose
5.2.2. Ideas for enhancing financial efficiency for similar events.	Completion of financial efficiency improvement plan.	Suggest financial strategies and cost-saving measures from recent analysis for better management.	Financial Analyst, analysis reports, benchmarking data.	7/25/2024	7/26/2024	2 days	Joshna Jose
5.2.3. Strategies for improving client engagement in future events.	Client engagement strategy plan finalized.	Create plans to boost attendee engagement using feedback and event metrics.	Project Manager, Attendee data, engagement metrics, CRM software.	7/26/2024	7/27/2024	2 days	Joshna Jose

5.3. Final Deliverable Completion							
5.3.1. Event Execution and Completion Comprehensive Outcome Report.	Event execution outcome report completed.	Prepare a detailed report on the event's process, outcomes, key achievements, and lessons learned.	Project manager, event documentation, and statistical data.	7/27/2024	7/28/2024	2 days	Joshna Jose
5.3.2. Team Performance Review for Enhanced Project Execution	Finalization of the team performance review document.	Evaluate team performance, highlight best practices, and suggest process enhancements for future projects.	Project Manager, Team feedback, performance metrics, review frameworks.	7/29/2024	7/30/2024	2 days	Joshna Jose
5.3.3. Hand off all administrative requirements & deliverables to clients.	Delivering project items to clients.	Compile and transfer final reports, documentation, and deliverables to the client for project closure.	Project Manager, Final report documents, deliverable checklists	7/30/2024	7/31/2024	2 days	Joshna Jose

PART 4: Project Budget

Alpha Integrated Management, Inc. Budget Workbook

We use this event budget workbook to track expenses incurred on and income earned from the event.

This is for the "UNT Give Back Event 2024"

There are 5 tabs in total. Total expense and total income are auto-calculated.

Second tab: Total expenses has two rows of tables and columns, please scroll right.

It includes PM Initial Retainer fee (Alpha Integrated Management, inc. and staff expenses for the event day.

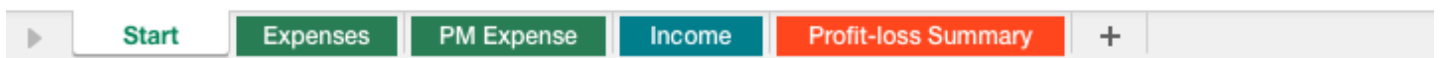
Third tab: PM Part consists of a breakdown of cost per project item for major team in the PM group. This is the second part of expense.

Fourth tab: Income combined from the client and from all sponsors. The last one will be N/A in the amount due to item donated, not monetary.

Fifth tab: Auto calculated Expenses and PM Expense against Income. Profit will be returned back to client.

Profit & loss summary and chart are auto-updated in profit-loss summary worksheet.

Alpha Integrated Management, Inc.



BUDGET: Expenses - Part 1

"UNT Give Back Event 2024" Budget Expense

TOTAL EXPENSES					
Responsible person(s): Leela Abhiram Gudapati ; Zoe Li; Josh (2 line items)					
Initial PM Retainer Fees	Sub-Category	Estimated	Actual	Capital or Operating	Notes On Estimation
	Project Manager	\$1,500.00	\$1,500.00	Operating	Initial Fee Estimation based on industry standards
	Event Manager	\$1,500.00	\$800.00	Operating	Initial Fee Estimation based on industry standards
	Finance Manager	\$1,500.00	\$700.00	Operating	Initial Fee Estimation based on industry standards
	Field Supervisor	\$1,000.00	\$500.00	Operating	Initial Fee Estimation based on industry standards
	Communication Supervisor	\$1,500.00	\$600.00	Operating	Initial Fee Estimation based on industry standards
Total		\$7,000.00	\$4,100.00		
Materials and Supplies	Sub-Category	Estimated	Actual	Capital or Operating	Notes On Estimation
	Food and Beverages	\$1,000.00	\$850.00	Operating	Estimate based on catering costs for event staffs and volunteers.
	Table and Chairs	\$800.00	\$750.00	Operating	Estimate based on rental tables and chairs prices.
	Clothing	\$4,500.00	\$5,000.00	Capital	Estimate based on clothing purchasing prices
	Bedding	\$2,000.00	\$3,600.00	Capital	Estimate based on Bedding bulk purchase prices.
	Towels	\$1,000.00	\$1,200.00	Capital	Estimate based on Towels bulk purchase prices.
	Educational Materials	\$200.00	\$300.00	Capital	Estimate based on printing costs for specified materials.
	Event Signage and Printing	\$500.00	\$750.00	Capital	Estimate based on printing costs for specified materials.
	Event Banner	\$600.00	\$300.00	Capital	Estimate based on event banner costs.
	Basic Necessities	\$800.00	\$500.00	Operating	Estimate based on anticipated costs for essential items.
	First Aid Kits	\$150.00	\$250.00	Capital	Estimate based on typical first aid kit costs.
	Cleanup Supplies	\$200.00	\$400.00	Operating	Estimate based on anticipated costs for cleaning supplies.
	Rental of Additional Equipment	\$1,000.00	\$900.00	Capital	Estimate based on rental costs for specified equipment.
Total		\$12,750.00	\$14,800.00		
Logistics	Sub-Category	Estimated	Actual	Capital or Operating	Notes On Estimation
	Transportation	\$600.00	\$500.00	Operating	Estimate based on expected transportation expenses.
	Venue Rental	\$1,000.00	\$850.00	Operating	Estimate based on rental fee for specified venue.
	Security Personnel	\$800.00	\$350.00	Capital	Estimate based on anticipated security costs.
Total		\$2,400.00	\$1,700.00		
Miscellaneous	Sub-Category	Estimated	Actual	Capital or Operating	Notes On Estimation
	Contingency Fund	\$1,250.00	\$1,300.00	Operating	Estimate based on standard contingency percentage.
	Insurance	\$300.00	\$300.00	Capital	Estimate based on insurance premiums for specified coverage.
	Permit Fees	\$300.00	\$300.00	Capital	Estimate based on permit fees for specified purposes.
	Legal and Administrative Fees	\$600.00	\$700.00	Capital	Estimate based on typical legal and administrative fees.
Total		\$2,450.00	\$2,600.00		

BUDGET: Expenses - Part 2

	Estimated	Actual
	\$30,410.00	\$29,810.00

Promotion and Outreach	Sub Category	Estimated	Actual	Capital or Operating	Notes On Estimation
	Marketing Materials	\$200.00	\$300.00	Operating	Estimate based on printing costs for specified materials.
	Social Media Advertising	\$200.00	\$100.00	Operating	Estimate based on advertising costs for specified platforms.
	Website Development and Maintenance	\$150.00	\$300.00	Operating	Estimate based on website development costs.
	Fliers	\$100.00	\$250.00	Operating	
Total		\$650.00	\$950.00		

Sponsorship and Donation Planning	Sub Category	Estimated	Actual	Capital or Operating	Notes On Estimation
	Sponsorship Acquisition Expenses	\$200.00	\$300.00	Operating	Estimate based on expected expenses for acquiring sponsorships.
	Gifts or Tokens of Appreciation for Sponsors	\$300.00	\$500.00	Operating	Estimate based on budget for sponsor appreciation items.
	Donor Recognition Plaques or Boards	\$150.00	\$300.00	Operating	Estimate based on costs for donor recognition materials.
	Banners for Sponsors	\$100.00	\$250.00		
Total		\$750.00	\$1,350.00		

Post-Event Activities	Sub Category	Estimated	Actual	Capital or Operating	Notes On Estimation
	Survey Administration	\$300.00	\$150.00	Operating	Estimate based on costs for survey administration tools and incentives.
	Data Analysis	\$600.00	\$500.00	Operating	Estimate based on costs for survey data analysis software
	Thank You Cards or Letters	\$150.00	\$300.00	Capital	Estimate based on costs for printing thank you cards or letters.
	Reporting and Documentation	\$300.00	\$300.00	Capital	Estimate based on costs for printing and binding project reports.
Total		\$1,350.00	\$1,250.00		

Event Staff and PM	Number of people	Hours	Rates/Hours	Estimated	Actual	Capital or Operating
Project Management Team	5	10	\$30.00	\$1,500.00	\$1,500.00	Operating
Main Event Staff	10	8	\$15.00	\$1,200.00	\$1,200.00	Operating
Volunteer Coordinator Staff	5	6	\$12.00	\$360.00	\$360.00	Operating
Total				\$3,060.00	\$3,060.00	

Notes On Estimation
Hourly rates for PM Team on event day
Hourly rates based on standard event wages
Hourly rates based on student rates

BUDGET: Project Manager Expenses

"UNT Give Back Event 2024" Budget Expense

TOTAL EXPENSES			
		Responsible person(s): Leela Abhiram Gudapati ; Agnes Adam	
Staffing	Sub Category	Pay (Per Month)	Total Pay
Project Manager	Initial project planning and team coordination.	\$1,000.00	
	Event logistics and vendor management.	\$1,000.00	
	Sponsorship acquisition and budget management.	\$1,000.00	
	Volunteer recruitment and training.	\$800.00	
	Event promotion and marketing.	\$800.00	
	Post-event evaluation and reporting.	\$1,000.00	\$5,600.00
Event Manager	Venue selection and booking.	\$800.00	
	Event schedule planning and coordination with vendors.	\$1,000.00	
	Transportation and accommodation arrangements.	\$800.00	
	On-site event management and coordination.	\$1,000.00	
	Post-event follow-up and feedback collection.	\$500.00	\$4,100.00
Finance Manager	Budget development and financial planning.	\$1,000.00	
	Expense tracking and budget adjustments.	\$800.00	
	Invoice processing and payment management.	\$800.00	
	Financial reporting and analysis.	\$1,000.00	
	Budget reconciliation and forecasting.	\$800.00	
	Final financial reporting and audit preparation.	\$800.00	\$5,200.00
Field Supervisor	Staff and volunteer recruitment.	\$800.00	
	Training sessions and staff scheduling.	\$800.00	
	On-site logistics planning and setup.	\$1,000.00	
	Staff supervision and coordination during the event.	\$1,000.00	
	Volunteer management and support.	\$800.00	\$4,400.00
Accountant	Set up accounting systems and payroll processes.	\$800.00	
	Expense tracking and reconciliation.	\$800.00	
	Payroll processing and tax compliance.	\$800.00	
	Financial record keeping and documentation.	\$800.00	
	Audit preparation and compliance review.	\$800.00	
	Financial reporting and analysis.	\$800.00	\$4,800.00
Total		\$24,100.00	\$24,100.00

BUDGET: Income - Part 1

"UNT Give Back Event 2024" Budget					INCOME	
TOTAL INCOME					Estimated	Actual
					\$55,550.00	\$55,900.00
Responsible person(s)	Agnes Adam, Madhan					
CLIENT BUDGET						
Estimated Unit	Actual Unit		Unit Type	Unit Price	Estimated income	Actual income
	10	5	PM Team @	\$2,500.00	\$25,000.00	\$12,500.00
	10	15	Event Staff @	\$200.00	\$2,000.00	\$3,000.00
	20	100	Event Cost @	\$150.00	\$3,000.00	\$15,000.00
Total					\$30,000.00	\$30,500.00
MONETARY SPONSORS						
Sponsor Names	Compensation		Type	Donation Range	Estimated income	Actual income
Honda Dallas	Banner in main tent		Main	\$3100 - 5000	\$4,500.00	\$5,000.00
Peking Wok	Booklet Logo		Minor	\$25 - \$100	\$100.00	\$100.00
AutoGlass	Small banner		Medium	\$125 - \$1000	\$1,000.00	\$650.00
Joint Chiropractor	Logo in banner		Medium	\$125 - \$1000	\$1,000.00	\$850.00
Quickwash	Logo in banner		Medium	\$125 - \$1000	\$1,000.00	\$600.00
Mad in Print	Banner on side tent		Major	\$1100 - \$3000	\$3,000.00	\$2,500.00
Lululemon	Banner on side tent		Major	\$1100 - \$3000	\$3,000.00	\$2,500.00
Target	Logo in banner		Medium	\$125 - \$1000	\$1,000.00	\$750.00
Old Navy	Logo in banner		Medium	\$125 - \$1000	\$1,000.00	\$800.00
Walmart	Posters		Medium	\$125 - \$1000	\$1,000.00	\$1,000.00
Total					\$16,600.00	\$14,750.00

BUDGET: Income - Part 2

ADS IN BOOKLET SPONSORS

Estimated no.	Actual no.	Type	Price	Estimated income	Actual income
1	2	Covers @	\$500.00	\$500.00	\$1,000.00
12	16	Half-pages @	\$200.00	\$2,400.00	\$3,200.00
24	28	Quarter-pages @	\$100.00	\$2,400.00	\$2,800.00
Total				\$5,300.00	\$7,000.00

EXHIBITORS/VENDORS SPONSORS

Sponsor Name	Type of Vendor	Type	Estimated income	Actual income
India Wak	F&B	Large booths @	\$1,000.00	\$1,000.00
Pretty Nails	Product/Service	Large booths @	\$1,000.00	\$1,000.00
Wraps and Juices	F&B	Med. booths @	\$650.00	\$650.00
Travelane	Product/Service	Small booths @	\$250.00	\$250.00
Sparkle & Shine	Product/Service	Small booths @	\$250.00	\$250.00
Spice Heaven	F&B	Small booths @	\$250.00	\$250.00
Starbucks	F&B	Small booths @	\$250.00	\$250.00
Total			\$3,650.00	\$3,650.00

ITEM SPONSORS

Sponsor Names	Donated Items	Type	Amount	Estimated income	Actual income
Target	Beddings, blankets	Items @	2 pallets	N/A	N/A
Lululemon	Hand towels	Items @	5 boxes	N/A	N/A
Old Navy	Clothing items	Items @	1 pallet	N/A	N/A
Walmart	Clothing items, towels	Items @	1 pallet each	N/A	N/A
Total					

BUDGET: Profit - Loss Summary

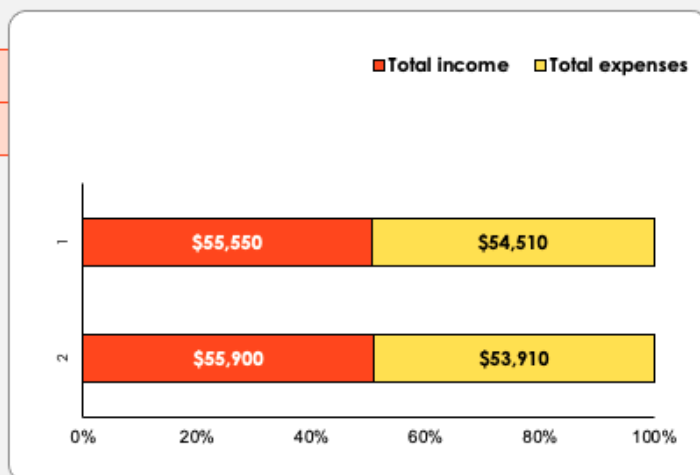
"UNT Give Back Event :

PROFIT

LOSS SUMMARY

	Estimated	Actual
Total income	\$55,550.00	\$55,900.00
Total expenses	\$54,510.00	\$53,910.00
Total profit (or loss)	\$1,040.00	\$1,990.00

Responsible person(s): Agnes Adam, Madhan



PART 5: Project Closure

Item Number	Task	Progress	Completion Date/Estimated Completion Date
1.	Project Management Approval	Completed	1/30/24
2.	Team and Personnel Distribution	Completed	1/20/24
3.	Potential Risk Assessment & Management	Completed	1/20/24
4.	Contract for UNT	Completed	2/2/24
5.	Analyze Underserved Community	Completed	2/5/24
6.	Propose staff and personnel budget	Completed	2/9/24
7.	Venue Budget Proposal	Completed	2/14/24
8.	Venue Selections	Completed	2/16/24
9.	Sponsorship Contract Proposal	Completed	2/23/24
10.	Management work allocation	Completed	2/26/24
11.	Finalize Staff Budget	Completed	3/2/24
12.	Personnel and staff scheduling	Completed	3/7/24
13.	Staff training to obtain sponsors and donations	Completed	3/12/24
14.	Liaise with UNT to plan volunteer opportunities	Completed	3/16/24
15.	Create marketing materials to attract volunteers	Completed	3/20/24
16.	Create job structure for volunteers	Completed	3/24/24

17.	Volunteer training and coordination for the event	Completed	3/30/24
18.	Send personnel/staff to obtain sponsorship and donors	Completed	03/22/2024
19.	Promote Branding visibility for UNT “give back” event to attract sponsors	Completed	03/26/2024
20.	Organize sponsor donations (goods/services/monetary)	Completed	03/30/2024
21.	Sponsor and donor budget sheet	Completed	04/01/2024
22.	Create flyers and invitation for the underserved community	Completed	04/04/2024
23.	Send personnel/staff to assess the needs in the underserved community	Completed	04/08/2024
24.	Create flyers, posters, banners, social media posts, and advertisement of the event	Completed	04/15/2024
25.	Coordinate volunteers and staff for venue setup	Completed	5/1/2024
26.	Coordinate vendors, sponsors and performance	Completed	5/17/2024
27.	Distribute donation items to the venue	Completed	5/30/2024
28.	Finalize rental payment and wrap up venue cleanup	Completed	6/20/2024

29.	Set up tables & banners for sponsors	Completed	7/11/2024
30.	Speaking & Networking opportunities for sponsors	Completed	7/17/2024
31.	social media exposure for sponsors donors	Completed	7/17/2024
32.	Food & beverages for volunteers, staff and sponsors.	Completed	7/17/2024
33.	Monitor and assist inquiries	Completed	7/17/2024
34.	Promote event updates and share future planning	Completed	7/26/2024
35.	Handle issues, concerns, and contingency plans	Completed	7/17/2024
36.	Underserved community event satisfaction survey	Completed	7/31/2024
37.	Detailed budget analysis, breakdown of expenses, and Return of Investment	Completed	7/19/2024
38.	Attendance numbers and survey feedback results.	Completed	7/21/2024
39.	Evaluation of the effectiveness of the event project management.	Completed	7/23/2024
40.	Comparison of actual expenses against budgeted amounts.	Completed	7/24/2024
41.	Collect feedback and improvement suggestions for future events.	Completed	7/25/2024
42.	Ideas for enhancing financial efficiency for similar events.	In Progress	7/26/2024

43.	Strategies for improving client engagement in future events.	In Progress	7/27/2024
44.	Event Execution and Completion Comprehensive Outcome Report.	In Progress	7/30/2024
45.	Team Performance Review for Enhanced Project Execution	In Progress	7/30/2024
46.	Hand off all administrative requirements & deliverables to clients.	In Progress	7/31/2024

PART 6: Sponsor List

- | | |
|-----------------------|-----------------|
| 1. Honda Dallas | 21. Wells Fargo |
| 2. Peking Wok | 22. Marriott |
| 3. AutoGlass | 23. US Bank |
| 4. Joint Chiropractor | 24. Chase |
| 5. Quickwash | 25. Lyft |
| 6. Mad in Print | 26. Allstate |
| 7. Lululemon | 27. Home Depot |
| 8. Target | 28. Delta |
| 9. Old Navy | 29. Pepsi |
| 10. Walmart | 30. PWC |
| 11. India Wok | |
| 12. Pretty Nails | |
| 13. Wraps and Juices | |
| 14. Travelane | |
| 15. Sparkle & Shine | |
| 16. Spice Heaven | |
| 17. Starbucks | |
| 18. Nike | |
| 19. State Farm | |
| 20. Redbull | |

Closing Statement

Alpha Integrated Management Inc. are honored to have been trusted by the University of North Texas to plan and manage one of their biggest annual events, especially one that includes one of the most contributions from the community. Our team has successfully increased the scale of the event by increasing the budget through sponsorship and donations from the community. The main target audience, the underserved community, were also very pleased and enamored by the generosity of UNT, supporting businesses and sponsors, volunteers, and the overall UNT community.

We are looking forward to working with The University of North Texas and its affiliates again in the future.