

Quality Aspect	Quality Objective/Standard	Actions/ Proccess to Meet Standard	Frequency of conducting Action/ Process
<i>[What are you trying to Quality Control For]</i>	<i>[What are you expecting from the Quality Control]</i>	<i>[How will you fulfill the standards]</i>	<i>[Mention Frequency]</i>
Participant Experience	Need to ensure that no participants face any difficulty with the platform during the Hackathon.	We will conduct rigorous testing of the platform for sign up and submission.	Everyday during the Hackathon
		Create a test account, and see if all the communications are being received.	Everyday during the Hackathon
		We will take participant feedback	At the end of each day of Hackathon
		Create a issue escaltion matrix- so they know who to reach out to if they face difficulties	Before Hackathon begins
Ethical and Inclusive Practices	Ensure that the global hackathon actively promotes and supports diversity and inclusion across all aspects of the event, including participant recruitment, mentorship, judging, and overall experience.	We will Implement a proactive outreach strategy to attract a diverse pool of participants, including targeted outreach to underrepresented communities and organizations.	Before Hackathon begins
	Create an environment that is welcoming to individuals from diverse backgrounds, including but not limited to gender, race, ethnicity, age, sexual orientation, and ability, and to ensure that diverse perspectives are valued and respected throughout the hackathon.	We will Establish a diverse and inclusive panel of judges and mentors to provide a wide range of perspectives and expertise for participants as well as Offer training for organizers, mentors, and judges on topics such as unconscious bias, cultural competence, and inclusive communication.	
Accessibility	Ensure that the global hackathon is accessible to all participants, including those with disabilities, by applying inclusive design principles.	Develop and adhere to digital accessibility guidelines for all hackathon-related platforms, including websites, communication materials, and any technology used during the event. This includes ensuring compatibility with screen readers, keyboard navigation, and other assistive technologies.	Everyday during the Hackathon
	To make sure that all aspects of the hackathon, including physical spaces, digital platforms, and materials, are accessible and usable by individuals with diverse abilities.	Provide accessible materials and resources, such as printed materials in accessible formats (e.g., large print, braille) and digital resources with clear navigation and inclusive design features.	
		Offer support for participants with specific accessibility needs, such as sign language interpreters, captioning services for presentations, and any other necessary assistance.	
Submission Excellence	The goal is to highlight and prioritize technical innovation and creativity in the project submissions. This ensures that participants are encouraged to think creatively, pushing boundaries to deliver cutting-edge solutions that contribute to the overall success and impact of the hackathon.	1. Regularly communicating the significance of innovation in project submissions is vital. 2. By sharing success stories, industry trends, and innovation challenges with participants, a culture of continuous innovation is fostered. 3. This approach motivates participants to think creatively, pushing boundaries and exploring inventive solutions that contribute to the overall success and impact of the hackathon.	Everyday during the Hackathon
		1. Establishing transparent and detailed evaluation criteria for technical innovation and creativity is crucial. 2. Collaboration with subject matter experts ensures criteria definition, covering aspects like uniqueness, problem-solving, and technical complexity. 3. This clarity empowers participants, enabling a focused approach on delivering cutting-edge solutions aligned with the hackathon's objectives.	At the start of the event and reiterated as needed during the hackathon.

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Brand image and Reputation	Ensure a positive public perception that enhances Excelerate's brand image and reputation. The goal is to align hackathon outcomes and management practices with the organization's values, fostering a favorable public view that strengthens the overall brand identity and credibility.	1. Regularly assess how hackathon outcomes and management align with Excelerate's brand. 2. Consistent evaluation is essential to ensure that hackathon outcomes and management practices resonate positively with Excelerate's brand. 3. This involves ongoing scrutiny to ensure that every aspect of the hackathon aligns with the organization's values and desired public image.	Regular evaluations occur at key intervals, both during the hackathon and post-event, to gauge the alignment of hackathon outcomes and management practices with Excelerate's brand.
		1. Conduct periodic assessments of brand reflection, seeking participant and stakeholder feedback. 2. Implement continuous improvements based on feedback to enhance brand perception, ensuring a positive public image. 3. Periodic assessments, including participant and stakeholder feedback, play a crucial role in gauging brand reflection. 4. Implementing enhancements based on feedback ensures a positive public image, reinforcing Excelerate's commitment to excellence and stakeholder satisfaction.	Ongoing feedback, collected from participants and stakeholders, serves as a catalyst for iterative enhancements, ensuring that Excelerate responds dynamically to evolving expectations and consistently maintains a positive public image throughout and after the hackathon.
Data Privacy and Security	To ensure robust data privacy and security measures are in place to protect the users sensitive information.	To ensure robust data privacy and security measures are in place: 1. Regularly review and edit the data classification. 2. Regularly update the encryption protocols. 3. Regularly update the incident response plan.	1. Quarterly: Data Classification Review, Employee Training 2. Monthly: Access Control Audit 3. Bi-annually: Encryption Update 4. Annually: Incident Response Plan Review
	Comply with all the country specific data protection laws and regulations while following the industry best practices.	To Comply with all the country specific data protection laws: 1. Develop and implement standardized data protection policies that align with the strictest data protection laws. 2. Maintain a comprehensive data map and inventory to track the flow of personal data across the organization. 3. Conduct regular training sessions for employees on the specific data protection laws and regulations relevant to their roles.	
Communication Protocol	Ensure participants, organizers, and stakeholders receive timely updates on schedule changes, announcements, and important information.	1. Establish official communication channels. 2. Develop templates for common announcements to ensure clarity and consistency. 3. Include key information such as date, time, and action items.	Everyday during Hackathon
Collaboration and Networking	The primary objective is to promote efficient cooperation and networking among everyone involved, resulting in improved team composition and project quality as overall	Provide an atmosphere (such as a discussion board) where attendees may share their project ideas, interests, and abilities in order to help build teams. Create a mentoring program where teams may receive guidance and assistance from knowledgeable members of the industry. This improves networking and offers insightful information to raise the caliber of projects.	Before the Hackathon begins
	Providing Accessible communication channels and provide an atmosphere of comfort that makes users feel at ease and motivated to participate in platform activities, regardless of their location or ethnic background.	Plan introductions, team-building exercises, or virtual networking events. To promote collaboration, encourage people to share their knowledge, abilities, and project ideas.	At the start of Hackathon

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Logistics and Operations	To ensure the smooth and efficient operation of the global hackathon, providing a positive and seamless experience for all participants.	Develop a comprehensive logistics and operations plan: This plan should outline all aspects of the event,including venue selection, platform setup, communication strategies, technical support, participant onboarding, judging process, awards ceremony, and post-event activities.	Monitoring platform uptime and stability: This should be monitored continuously throughout the hackathon to ensure immediate response to any outages or issues.
		Monitor platform performance and uptime: Closely monitor the hackathon platform to ensure it is functioning properly and address any issues promptly.	Technical assistance: Offer ongoing support through dedicated channels like help desks or chat rooms, with regular monitoring and response times
		Conduct surveys and gather feedback: Collect feedback from participants, judges, and organizers to identify areas for improvement in future events.	Platform performance testing: Conduct scheduled performance tests before and during the hackathon to ensure optimal functionality under load.
Time Execution	To ensure that the hackathon projects are completed within the given time limit and that the participants follow the hackathon schedule and deadlines.	We will develop a detailed timeline outlining all critical milestones, including registration deadlines, ideation periods, development phases, and submission cutoffs.	Regular Monitoring: Continuous monitoring throughout the hackathon, with more frequent checks as critical deadlines approach.
	All hackathon milestones are met as per the predetermined schedule with no major delays.	We will assign a dedicated team to monitor the progress of each milestone in real-time, identifying potential delays or bottlenecks.	
		We will set up automated reminders for participants, organizers, and judges to ensure everyone is aware of upcoming deadlines.	
Post-Hackathon Support	Provide post-hackathon support to participants who may want to continue working on their projects or seek guidance.	We will leverage social media channels to keep participants informed about post-event resources, mentorship opportunities, and any updates. Respond promptly to direct messages or comments.	We will be checking the dedicated support email daily for the first week post-event to address any immediate concerns. Afterward, transition to a weekly review or as needed.
	A support mechanism is in place to assist participants after the hackathon concludes	We will prepare comprehensive documentation packages for key aspects of the hackathon, including submission guidelines, best practices, and FAQs.	
Judging Process	Ensure a fair and transparent judging process that aligns with established criteria while meeting the industry standards for judging processes, ensuring impartiality, consistency, and accuracy.	1. The first important step is to clearly define the rules for judging this helps judges be fair and consistent in their evaluations. 2. Make sure these rules match the goals of the evaluation. 3. Regularly check and update these rules to keep them relevant. 4. Keep the pool of potential judges diverse and well-qualified.	1. At the Beginning of Each Judging Cycle: Judging Criteria Definition 2. Annually: Judge Selection, Training and Calibration 3. Before Each Judging Event: Scoring System Review, Conflict of Interest Checks 4. After Each Judging Event: Feedback Mechanism
Idea Evaluation	Ensure a robust and objective idea evaluation process that fosters innovation and identifies high-quality solutions. Implement an idea evaluation process that aligns with the goals of the hackathon, promoting creativity, feasibility, and impact.	The main processes to fulfil the standards are: Idea Evaluation Criteria: 1. Regularly review and update evaluation criteria to align with hackathon goals. 2. Conduct training sessions for evaluators to ensure a shared understanding of criteria interpretation.	At the beginning of each hackathon cycle and as needed.
		Evaluator Selection: 1. Annually update the pool of potential evaluators to ensure diversity and expertise. 2. Conduct periodic training sessions for evaluators to enhance their knowledge and assessment skills.	Annually

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Feedback Mechanism	Establish an effective and constructive feedback system to enhance participant experience and drive continuous improvement. Provide timely, specific, and actionable feedback that contributes to participant learning and overall event improvement.	Feedback Collection Mechanism: 1. Implement and consistently update a user-friendly platform for collecting participant feedback after each hackathon event. 2. Regularly optimize the feedback collection system to ensure ongoing effectiveness and accessibility.	After and in between the hackathon.
		Actionable Feedback Implementation: 1. Establish a structured proccess for translating received feedback into tangible actions. 2. Develop a clear pathway for prioritizing and implementing changes based on participant input. 3. Regularly communicate the implemented changes to reinforce responsiveness and commitment to continuous improvement.	In between the hackathon.
Advertising	Ensure that the information presented in advertising materials is accurate and persuasive and Make sure that every piece of advertising is in line with the hackathon's principles and objectives. Verify that the promotional materials are inclusive and accessible	1.Create a pre-approval procedure for all marketing materials to guarantee correctness and adherence to hackathon principles. 2.Form a content review team to assess the relevance, clarity, and completeness of promotional material.	Before the Start of Hackathon
		1.Verify the accessibility of promotional materials to make sure people with impairments can access them. 2. Give participants instructions on how to do ethical advertising.	In between the hackathon.