

### Document 3: Requirement

#### 3.1 Requirement list

	<b>A- Professor (to)</b>
A1	Form a team to develop a project for a non-profit organization by January 19, 2022
A2	Elect a project manager by 26 <sup>th</sup> January 2022
A3	Select one NPO group from the 9 groups mentioned.
A4	Select a topic with respect to the NPO selected
A5	Inform the project documentation timeline on 23 <sup>rd</sup> February 2022
A6	Create Project Charter
A7	Identify and list the project stakeholders.
A8	Develop a comprehensive list of requirements and map them according to “Difficulty x Importance”
A9	Develop a scope statement
A10	Develop a Work Breakdown Structure
A11	Create a schedule based on WBS
A12	Develop a cost estimate
A13	Develop a communication plan
A14	Create a risk probability/impact matrix and list of prioritized risks for the project
A15	Create and update an issue log
A16	Describe any change requests by any stakeholder
A17	Describe the lessons learned
A18	Create a presentation based on above 12 documents
	<b>B- Project Manager</b>
B1	Implement weekly status calls with responsible stakeholders to track and update project progress
B2	Team members to work in a timely and efficient manner in adherence to the project timeline
B3	Resource utilization tracker
B4	Sign Off from Professor before final presentation on 20 <sup>th</sup> April 2022
	<b>C- Panel Members (to)</b>
C1	Handover printouts of 12 project documents on 27 <sup>th</sup> April 2022

C2	Present a pitch for fund approval to implement the project on 27 <sup>th</sup> April 2022
	<b>D- Team Members</b>
D1	Conduct weekly status calls with responsible stakeholders to track and update project progress
D2	Delegation of work and project timelines information
D3	Access of all required resources ( <i>printer, drive, classrooms etc</i> )
D4	Availability of Project Manager and Professor throughout project life cycle
	<b>E- RBS Admin Team</b>
E1	Duly filled reservation template with date and time
	<b>F- Competitors</b>

### 3.1 Requirement matrix

