

Task 03: Hackathon Project Plan

Requirement One:

1- Project Scope

a. Objective

- The Hackathon aims to enable innovation through teamwork of participants, mentors, and sponsors to solve real-world challenges. It is a great opportunity for participants to work in teams and to receive both mentorship and networking opportunities
- To create an inclusive and collaborative hackathon environment that encourages creativity, collaboration, networking and build technical solutions in a real-world context.

b. Key Features

- Book a theater for 200 participants, mentors and sponsors
- Set up a schedule including workshops, coding sessions, and project presentations.
- Deal with sponsors for funding, promotional materials, prizes and future opportunities.
- Provide technical and logistical support during the event.

c. Constrains

- Limited budget of \$15,000 (excluding unforeseen expenses).
- Flexible timeline of two days for the event
- Wi-Fi and technical resources must be available and reliable.
- The event duration is fixed to two days.

2- User Stories

- 1- As a **participant**, I want **access to mentors**, so I can **get guidance on my project during the hackathon**.
- 2- As a **participant**, I want **access to high-quality workshops**, so I can **learn new skills during the event**.
- 3- As a **mentor**, I want **a clear schedule of mentoring sessions**, so I can **manage my availability effectively**.
- 4- As a **mentor**, I want **to have a platform to interact with participants**, so I can **provide tailored guidance**.
- 5- As a **sponsor**, I want **brand visibility during the event**, so I can **promote my company**.
- 6- As a **sponsor**, I want **to have my logo featured prominently**, so I can **gain visibility among tech enthusiasts**.
- 7- As an **organizer**, I want **Wi-Fi to be working at the location**, so participants can **work without interruptions**.
- 8- As an **organizer**, I want **all teams to be equipped with their project tools before the event kicks off**, so **the event runs efficiently**.
- 9- As a **judge**, I want **set criteria and tools to grade the submitted projects**, so I can **assess projects fairly**.
- 10- As a **participant**, I want **to have my curtains up along with the soft chairs**, so I can **focus on my work**.

3- Stockholder

- **Participants**: Individuals competing in the hackathon.
- **Mentors**: Industry professionals providing guidance.
- **Sponsors**: Companies providing financial or material support.
- **Judges**: Experts evaluating project submissions.
- **vendors and suppliers**: Service providers for venue, food, and equipment.
- **Organizers**: Event management team ensuring smooth execution.
- **Finance Team**: which are responsible for ensuring all financial obligations

4- Communication Plan

Stakeholder Group	Communication Method	Frequency	Purpose
Participants	Email, WhatsApp group	Weekly Updates	Share schedules, updates, resources, offers and getting feedbacks
Mentors	Emails, Phone call	Weely Updates	Coordinate mentoring sessions, logistics and giving feedbacks
Sponsors	Meetings, Emails	Monthly updates	Share progress and branding opportunities
Judges	Emails	Before event & after event with 3 days	Decide event criteria and tools with the judges
Vendors	Calls	When needed	Confirm arrangements and payments
Organizers	Online Meeting	Daily	Plan and Track progress, address issues
Financial	Phone Call	Weekly	To Pay all the financial fees