**Task 03: Hackathon Project Plan**

**Requirement One:**

1. **Project Scope**
   1. **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.
  1. **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.
  1. **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.

1. **User Stories**
2. As a **participant**, I want **access** **to mentors**, so I can **get guidance on my project during the hackathon.**
3. As a **participant**, I want **access to high-quality workshops**, so I can **learn new skills during the event.**
4. As a **mentor**, I want **a clear schedule of mentoring sessions,** so I can **manage my availability effectively.**
5. As a **mentor**, I want **to have a platform to interact with participants**, so I can **provide tailored guidance.**
6. As a **sponsor**, I want **brand visibility during the event,** so I can **promote my company.**
7. As a **sponsor**, I want **to have my logo featured prominently,** so I can **gain visibility among tech enthusiasts.**
8. As an **organizer**, I want **Wi-Fi to be working at the location,** so participants can **work without interruptions.**
9. As an **organizer**, I want **all teams to be equipped with their project tools before the event kicks off**, so **the event runs efficiently.**
10. As a **judge**, I want **set criteria and tools to grade the submitted projects**, so I can **assess projects fairly.**
11. As a **participant**, I want **to have my curtains up along with the soft chairs**, so I can **focus on my work.**
12. **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

1. **Communication Plan**

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| --- | --- | --- | --- |
| 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 |