UNT Event
Project Plan

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Contents

Project Scope

This project details a comprehensive project management plan to provide a promotional event. The event aims to attract new students (both traditional and non-traditional) to the Department of Information Science of the University of North Texas (UNT). The waterfall methodology will be applied because this approach seems to be the most traditional and linear of all the project management methodologies.

The Department of Information Science of the University of North Texas is the primary client, and the University of North Texas is the secondary client. The department, which is the principal sponsor, will benefit directly from new students joining that department. This will lead to increase enrollment. On the other hand, since the client is a part of UNT, the university would benefit indirectly as well.

The Department of Information Science, with its highly acclaimed courses and commitment to quality education, has produced thoughtful and effective leaders in the Information Science field. The successful implementation of this event would help the department to spread its tentacles further.

The event will take place at the UNT Denton campus. It will be held in the UNT Ballroom A/B. The chosen location is unique as it would bring prospective students into the kind of environment where they would be finding themselves. In addition, it is also a great location to reach out to current students during school hours.

Below is the timeline of how the promotional event will be executed.
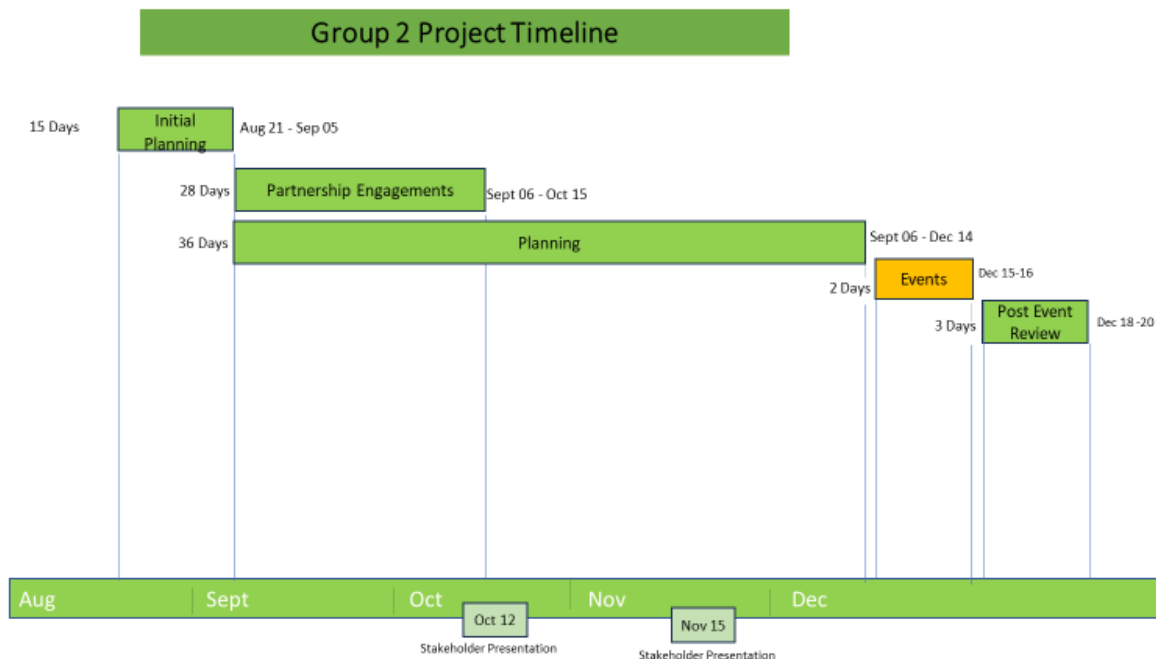
- o August 21 - September 5: Initial Planning
- o September 6 - October 15: Partnership Engagements
- o September 6 - December 14: Planning
- o December 15 - 16: Events

- December 18 - 20: Post Event Review
- October 12/November 15: Stakeholder Presentation

The overall project planning will include: project scope, breakdown, schedule, budget, closure, and the final project. We want to demonstrate that we are familiar with the project's deliverable, total cost, organization, area of responsibility, and need.

We want to convince all the clients that we are the best for this project. The project breakdown is a tool for handling big projects with lots of moving parts in a step-by-step manner. Project scheduling describes the plan to deliver the project scope over time. This specific dates for the event are December 15th and 16th. A project budget is the total anticipated costs required to accomplish a project over a specified time frame. It should be carefully developed to reflect the project's timeline and scope, and at the very least, it should include a budget story and staffing, time, and other resource expenditures. The estimated project cost ranges from $15,000 to $30,000. Most of the budget will come from sponsorship donations. Project closure gives a clear plan for the following actions and officially ends the project.

Project Work Breakdown Structure

UNT Department of Information Science Promotional Event

1. Initiation
    1.1. Evaluate Scope
        1.1.1. Assess the scope and objectives of the promotional event.
        1.1.2. Determine the purpose and desired outcomes.
    1.2. Meet with Clients
        1.2.1. Organize Project Kickoff meeting
        1.2.2. Identify key stakeholders and their roles in the project.
    1.3. Understanding clients' Needs.
        1.3.1. Gather Information from clients to understand their specific requirements and expectations.
    1.4. Plan Project
        1.4.1. Begin outlining the project plan and its components.
    1.5. Build Team
    1.5.1. Assemble a project team with relevant skills and expertise.
    1.6. Perform Research
    1.6.1. Conduct research to gather insights into similar events, industry trends, and audience preferences.
    1.7. Review
    1.7.1. Ensure alignment with client expectations.
2. Planning
    2.1. Define Goals and Objectives
    2.2. Breakdown Projects into units
    2.3. Define Roles within Teams
    2.4. Set Budget
    2.5. Outline Event Timeline
    2.6. Create Plan with Timeline
    2.7. Identify Complications
3. Execution
    3.1. Execute the Scope of the Project
    3.2. Manage Team's Work
    3.3. Get Input form Team Members
    3.4. Communicate with Clients and Stakeholders
    3.5. Review and Document Milestones in Project
4. Control/ Monitoring
    4.1. Analyze and Evaluate
    4.2. Set Boundaries
    4.3. Monitor Team's Performance
    4.4. Resource Management
    4.5. Budget Management
    4.6. Risk Management
5. Closure
    5.1. Complete Planned Project
    5.2. Brief Project Overview
    5.3. Accomplishments During Project
    5.4. Lessons learned and Clients Feedback

Project Schedule

Task	Definition & Characteristics	Resources	Start Date	End Date	Duration	Responsible Person(s)
						•
Kickoff Project	**Initial Meeting with Clients and Stakeholders (8/21/23)** • Clarify project goals and responsibilities. • Identify key stakeholders. **Scope Assessment (8/25/23)** • Define project scope and boundaries. • Identify potential challenges and risks. **Communication and Goal Establishment** • Set up communication channels (GroupMe, emails, etc.).	-Clients -Stakeholders -Team members	8/21/23	10/15/2023		• Team Lead - Amit Kalyankar • Team members

	• Establish project goals and objectives.					
	Identify Partners/Sponsors (8/25/23 - 8/30/23) • Research and identify potential partners/sponsors. • Reach out to them for collaboration.					
	Meeting with Client on Program Proposal (8/30/23) • Present proposed program, outline, and speakers. • Incorporate client feedback.					
	Venue and Setup Planning (9/1/23 - 9/10/23) • Discuss venue options with UNT Administration. • Set up venue layout with stakeholders.					
	<mark>Phase 2: Planning</mark>					

	Create Timeline/Milestones (9/10/23 - 9/15/23) • Develop a detailed project timeline. • Define milestones for progress tracking.					
	Team Formation and Task Assignment (9/15/23 - 9/20/23) • Establish a project team. • Assign specific tasks and roles to team members.					
	Budgeting and Resource Allocation (9/20/23 - 9/30/23) • Set project budget. • Allocate resources effectively.					
	Event Logistics Planning (10/1/23 - 10/15/23) • Finalize venue details, including setup and map. • Assign partner booths and roles.					•

Breakdown Project	**Phase 3: Implementation** (highlighted)	- google docs	11/01/23	12/17/2023		• Team Lead - Valissa Tate
	Team Establishment and Task Division (11/01/23 - 11/08/23)	- Notion				• Team members
	• Establish project teams and team leads.	- Canva				
	• Divide tasks among team members.	- GroupMe				
		- Excel				
	Team Roles Definition and Budget Setting	-stakeholders				
	• Clearly define team roles and responsibilities.	-team				
	• Set the project budget.	-UNT MAP				
		-UNT				
	Document Creation and Collaboration Tools Setup	-administration website				
	• Utilize tools like Google Docs, Notion, Canva, GroupMe, and Excel for collaboration.	-research; Past/similar events				
	• Develop an outline for the project.	Client's required documentation				
	Progress Meeting with Stakeholders (11/01/23 - 11/08/23)					

	• Provide updates on project progress. • Address any concerns or issues.					
	Meeting with UNT Administration (11/08/23) • Acquire venue details and finalize arrangements. • Discuss venue setup with stakeholders.					
	Program Nature and Order Agreement (11/08/23) • Research past/similar events for insights. • Align program details with the client's requirements.					
Project Execution	<mark>**Phase 4: Execution**</mark>	1. Contractors 6. Stakeholders				-Team lead; Beauty Kabore -Team Members
	Venue Setup and Logistics (12/15/23 - 12/17/23)					

	• Coordinate with contractors and stakeholders for venue setup. • Ensure security and refreshment arrangements. **Event Days Coordination (12/15/23 - 12/17/23)** • Oversee student volunteers, team members, and partners. • Address issues promptly.	7. Data Collection Sheet 8. Excel 9. QR Code 10. Cell Phone 11. Designated team members 12. UNT Student Volunteers 13. Team members 14. Client 15. UNT Police 16. Partners 17. Student Volunteers				- Partners -student volunteers
CLOSURE	 **Project Review and Lessons Learned (12/19/23 - 12/22/23)** • Conduct a team meeting to review project goals and deliverables. • Document lessons learned for future projects. **Stakeholder Engagement and Sign-Off (12/22/23)**	1. Deliverables 2. Stakeholders 3. Sign off document 4. Documents 5. Invoice budget 6. Project documentation	12/19/2023	12/31/2023		Team Lead - Beauty Kabore Company Accounts Dept

	• Gather feedback from stakeholders. • Obtain sign-off on deliverables.					
	Financial Closure (12/22/23 - 12/31/23) • Settle outstanding invoices and payments. • Publish project reports.					
	Handover to Client Transition Team (12/31/23) • Ensure all documents and information are transferred.					
<td colspan="6" align="center">**Milestone: Insert Milestones Throughout Project**</td>						
Project Approval	<mark>**Milestone: Continuous Monitoring**</mark> **Project Approval and Compliance (Ongoing)** • Regularly check compliance with client standards.	-Stakeholders -Clients - Contract - Legal Representatives of all parties	August 21st	December 22nd	On-going	-Team lead; -Assign Representative of stakeholder and Partners

	• Ensure adherence to federal and state laws. **Feedback and Issue Resolution (Ongoing)** • Continuously gather feedback from clients, stakeholders, and team members. • Resolve any emerging issues promptly. **Defects Fixing and Continuous Improvement (Ongoing)** • Utilize tools like Jira and Lighthouse to identify and fix defects. • Implement continuous improvement strategies.	- Federal and State laws - Budget - Team Accountant				
Key Deliverables	**The main achievements that represent a project's primary objectives (Ongoing)**	-Team members -Microsoft office	August 21st	December 22th	On-going	-Clients -Stakeholders -Team members

	• Kick-Off Meeting. • Project Plan. • Communications Plan. • Meeting Notes. • Performance Reports.					
Client/Stakeholder's Feedback	**Anyone with an interest in a project or decision should provide input, viewpoints, or ideas. (Ongoing)** • Clients • Students • Stakeholders • Partners	-Clients -Stakeholders -Members	August 21st	December 22th	On-going	-Clients -Stakeholders -Team members
Fixing Defects	**The process of changing a component or product that doesn't adhere to requirements. Another name for it is revamp. (Ongoing)** • Discovering the underlying issue and formulating solutions	-Jira -Lighthouse	August 21st	December 22th	On-going	-Team members

Project Budget

UNT Event Project Budget								
		LABOR		**MATERIALS**				
Task		**HR**	**$/HR**	**UNITS**	**$/UNITS**	**Total Cost**	**Resources**	**Capital/Operating**	**Note on Estimation**
1.0	Kick-Off Meeting								
1.1	Snacks/Lunch			4.0	$10.00	$40.00	Team	Operating	
1.2	Sample Brochure			15.0	$3.00	$45.00	Team, notion, canva	Operating	Estimate from UPS
1.3	*Printer*			1.0	$649.99	$649.99	*team, amazon*	Capital	Estimate from BestBuy
1.4	*Team Members*	160	$30.00			$4,800.00	*Team*	Capital	Salary Estimate from GlassDoor
2.0	Planning and Sponsorship Outreach								
2.1	*Team Members*	640	$30.00			$19,200.00	*Team*	Capital	Salary Estimate from GlassDoor
3.0	Stakeholders meeting and Scope Discussion								

3.1	Snacks/Lunch			10.0	$10.00	$100.00	Team	Operating	Panera Bread - for 10 individuals
4.0	Project Execution								
4.1	Venue Acquisition (UNT Ballroom A/B)(4-8 Hours)	8			$150.00	$1,200.00	UNT MAP, UNT Administration website, stakeholders	Operating	UNT
4.2	Venue Set Up						UNT MAP, UNT Administration website, stakeholders		
4.3	Registration of prospective students						UNT MAP, UNT Administration website, stakeholders		
4.3.2	Tablets			2.0	$160.00	$320.00	Team	Capital	Estimate from Best Buy
4.3.1	QRCODE						Team	Operating	
4.4	Brochure and Flyers	2		200.0	$0.38	$76.46	Team, UNT Administration website, stakeholders, notion, canva	Capital	Estimate from Uprint.com

4.5	Student Volunteers - Event Days Coordinators (5)	100	$11.00			$1,100.00	UNT MAP, UNT Administration website, stakeholders, team	Capital	UNT Career Services
4.6	Security during event	20	$30.00			$600.00	stakeholders, team	Capital	Estimate from Indeed
4.7	Refreshment			500.0	$10.00	$5,000.00	team	Operating	Panera Bread & Chick Fil a
5.0	Project Closure								
5.1	Team Meeting	5					Research, past events/similar events, team, groupme, zoom		
5.1.1	Project Sign Off Document	1					Team, excel		
5.1.2	Deliverables						Team, excel, zoom		
5.2	Feedback from stakeholders	24					Stakeholders, team, zoom		
5.3	Signoff from stakeholders on deliverables	10					Stakeholders, team, zoom		

5.4	Process payments and all outstanding invoices	8					Team, accounting website		
5.5	Gather and publish project reports	8					Team, accounting website		
						$33,208.45			

Sponsorship /Partnership		
Organization		**Cash Amount**
PGA		$4,500
Chick fil a		$3,500
7 Eleven		$2,000
Walmart		$10,000
Capital One		$8,000
Target		$5,000
		$33,000

Project Closure

Project Closure					
Item Number	Task	Progress	Due Date	Stakeholder Assigned	Notes
1	Send survey to all participant	In-progress	12/17/2013	Project Team	Survey questions ready. Would be sent out after events.
2	Venue and Signages take down	Not Started	12/17/2023	Project Team and Student Volunteers	
3	Event Venue Cleaning	Not Started	12/17/2023	Project Team	Ensure cleaning crew works effectively within stipulated time.
4	Closing Team meeting to make sure project 'vision' and deliverables have been met.	Not Started	12/20/2023	Project Team	Review based on deliverables and lesson learnt.
5	Closing stakeholders meeting	Not Started	12/20/2023	All Participants	Evaluation results discussion
6	Get sign-off from all stakeholders on deliverables (including approval and satisfaction)	In-progress	12/21/2023	All Participants	Sign-off sheets ready. Would be sent out on due date
7	Ensure all outstanding documents (contracts and agreements) have been signed off by the appropriate person.	On-going	12/22/2023	Project Team	Make sure the documents are organized and stored.

8	Process payments and all outstanding invoices	On-going	12/22/2023	Project Team/Accounts	Balance sheets
9	Gather and publish project reports.	In-progress	12/22/2023	Project Team	
10	Hand over to Client transition team	In-progress	12/23/2023	Project Team / UNT	
11	Celebration Party	Not Started	12/23/2023	All Participants	Happy Hour to celebrate project success and thank all participants.

Sponsors

Chick-Fil-A

Panera Bread

Free Play Arcade

UNT IT Department

UPrint.com

Best Buy

UNT Career Services

Free Birds

Starbucks

Wich Wich

UNT Design Works

Zoom

Apple

UNT Police Department

Paxful

Cashapp

PayPal

Venmo

Square

Walmart

7-eleven

Capital One

Target

PGA

Google

CANVA

Michael's

Hobby Lobby