

Project Plan

CORY

Takeover 6ix events

Industry Partner	Takeover 6ix Events
Primary Instructor	Anjana Shah
Team Member	Nikola Varicak 101432361
Team Member	Sebastian Varon 101394889

Document Revision History

Revision #	Date
1	Oct 5 th 2024

1. Executive Summary

The following describes the project to be executed.

Objective	The objective of the CORY project is to create a web-based platform for upcoming and even veteran electronic music event organizers to help and streamline the staffing process and even provide volunteering opportunities for interested youth. CORY aims to enhance event safety and overall experience from attendee to staff, through education and real-time feedback.
Corporate Goals Addressed	<ul style="list-style-type: none"> -Efficient and reliable staffing solution for music event organizers -Empower youth by providing opportunities to volunteer an educational resources -Improve even outcome and performance though real-time feedback and a performance-based rating system
Planned Start Date	September 2023
Planned End Date	March 28, 2025

2. Project Approvers, Reviews and Distribution List

Approvers, reviewers and distribution list

Project Role	Name	E-mail	Date
Project Manager	Nikola Varicak	101432361@georgebrown.ca	
Project Manager	Sebastian Varon	____@georgebrown.ca	
Technical Lead	Nikola Varicak		
Technical Lead	Sebastian Varon		
Event Organizer Partner	Takeover 6ix Events		

3. Scope

Define the sum total of all of its products and their requirements or features.

In Scope	Out of Scope
Job Posting and staff hiring for event organizers	Event ticketing system
Volunteer Coordination for entry level positions	Full scale event management
Educational materials on event management and safety	Venue booking systems
Real time event feedback and safety	

4. Deliverables

This project will deliver the following.

Deliverable	Description
Job Posting Feature	Allows even organizes to post specialized job roles and vet staff
Volunteer coordination System	Manages Volunteer listings, applications and role assignments
Educational Content	Provides training materials and resources for event safety
Feedback and rating system	Collects real-time feedback on staff performance during events.

5. Assumptions

This project makes the following assumptions;

- The platform will initially target electronic music events in Toronto
- Takeover 6ix events will provide beta testing and feedback
- Volunteers will be motivated by educational and career advancement opportunities.

6. Dependencies

The following are the internal and external dependencies that will have to be acknowledged and addressed;

Internal Dependencies: Development team availability and expertise.

External Dependencies: Collaboration with Takeover 6ix Events for testing and industry insights, access to reliable event organizers for platform testing

7. Risk Management

Potential Risk	Severity (H/M/L)	Likelihood (H/M/L)	Management Strategy
Data Privacy Regulations	High	Medium	Implement robust security
Competition from other platforms	Medium	High	Prioritize MVP features and secure additional resources if needed

8. Communication

Reporting

The following reports will be produced;

Report	Audience	Frequency
Project Status	Project Manager & Team	Bi-weekly
Beta Testing Report	Takeover 6ix Events	After Each Beta Phase

Meetings

The following meetings/communication will be established;

Meeting	Purpose	Attendees	Frequency
Project Kickoff	Initial Project Alignment	Project Team	Once
Development Sync	Track development Progress	Dev team	Weekly
Stakeholder Review	Review Progress with Takeover 6ix events	Project team and Takeover 6ix events	Bi-Weekly

9. Task Listing (WBS- Work Breakdown Structure)

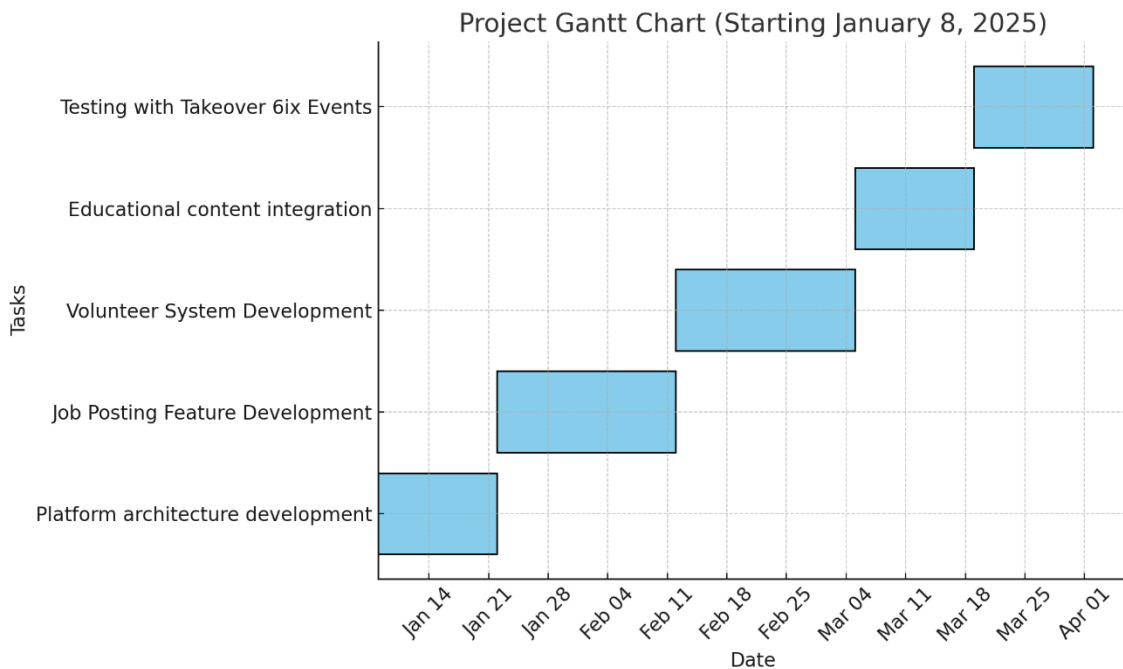
The following resource proposal template summarizes the resource hours committed to this project, upon final approval of this document.

Reference	Tasks	Duration	Dependency
A	Platform architecture development	2 weeks	None
B	Job Posting Feature Development	3 weeks	A
C	Volunteer System Development	3 weeks	B
D	Educational content integration	2 weeks	C
E	Testing with Takeover 6ix Events	2 weeks	D

10. Gantt Chart

Create a detailed Gantt Chart from your Task Listing(Use any software tool and paste the image or upload as a separate file that can be opened as pdf/doc/xls)

Below is an example:



11. Milestones

Major Activity or Milestone	Estimated Milestone Target date	Owner/Reviewer Team Members
Platform Architecture finalized	2 Weeks from start date	Technical Lead
Beta Version launch	10 weeks from start date	Development Team, takeover 6ix events

12. RAM – Responsibility Assignment Matrix

Create a RAM from your Task Listing. A sample is shown below:

Task	Nikola Varicak (Technical Lead)	Sebastian Varon (Project Manager)	Development Team	Takeover 6ix Events
Platform Architecture Development	R (Responsible)	A (Accountable)	C (Consulted)	-
Job Posting Feature Development	C (Consulted)	A (Accountable)	R (Responsible)	C (Consulted)
Volunteer System Development	C (Consulted)	A (Accountable)	R (Responsible)	C (Consulted)
Educational Content Integration	C (Consulted)	A (Accountable)	R (Responsible)	C (Consulted)
Testing with Takeover 6ix Events	C (Consulted)	A (Accountable)	R (Responsible)	R (Responsible)

13. Approval

The signatures below indicate their approval of the contents of this document.

Project Role	Name	Signature	Date
Technical Lead	Nikola Varicak	NV	Oct 7th, 2024
Project Manager	Sebastian Varon	SV	Oct 7th, 2024