



Experience GlobalShala

Project Management Internship

Group 6: Manohar, Kirwa, Milad, Anjum, Maroof

Project Aim

- GlobalShala wants to host a 3 day virtual event to showcase the potential of experiential learning which includes panel discussions, presentations and activities to engage the audience.
 - GlobalShala has assigned a budget of **\$30,000** for this project.
 - The project will lead to a projected increase in additional clients from across the world and a net revenue increase by over \$100,000 annually.
- i) Growth of our Experiential learning platform users by 25% over the next 6 months
 - ii) Generate at least 5 new inbound leads a month, starting in the quarter following the event,
 - iii) Provide us with the profile to make presentations at conferences across the world.

Week One

During the first week we have created the following documents

- Team Charter
- Project Charter
- Work Breakdown Structure



Creating Team Charter

Team Members Roles and Responsibilities :

Sponsor Company – GlobalShala

Manohar Inakollu - Team Lead

Kirwa - Project Manager

Maroof Quadri Abiodun - Project Lead

Anjum Shams – Project Marketing Director

Milad Shirizaban - Finance Manager

Project Charter

Business case

This project can create a conversation around the importance and relevance of experiential learning across all age groups, through which we can see an increase in the number of people signing up for experiential learning through GlobalShala by 25%.

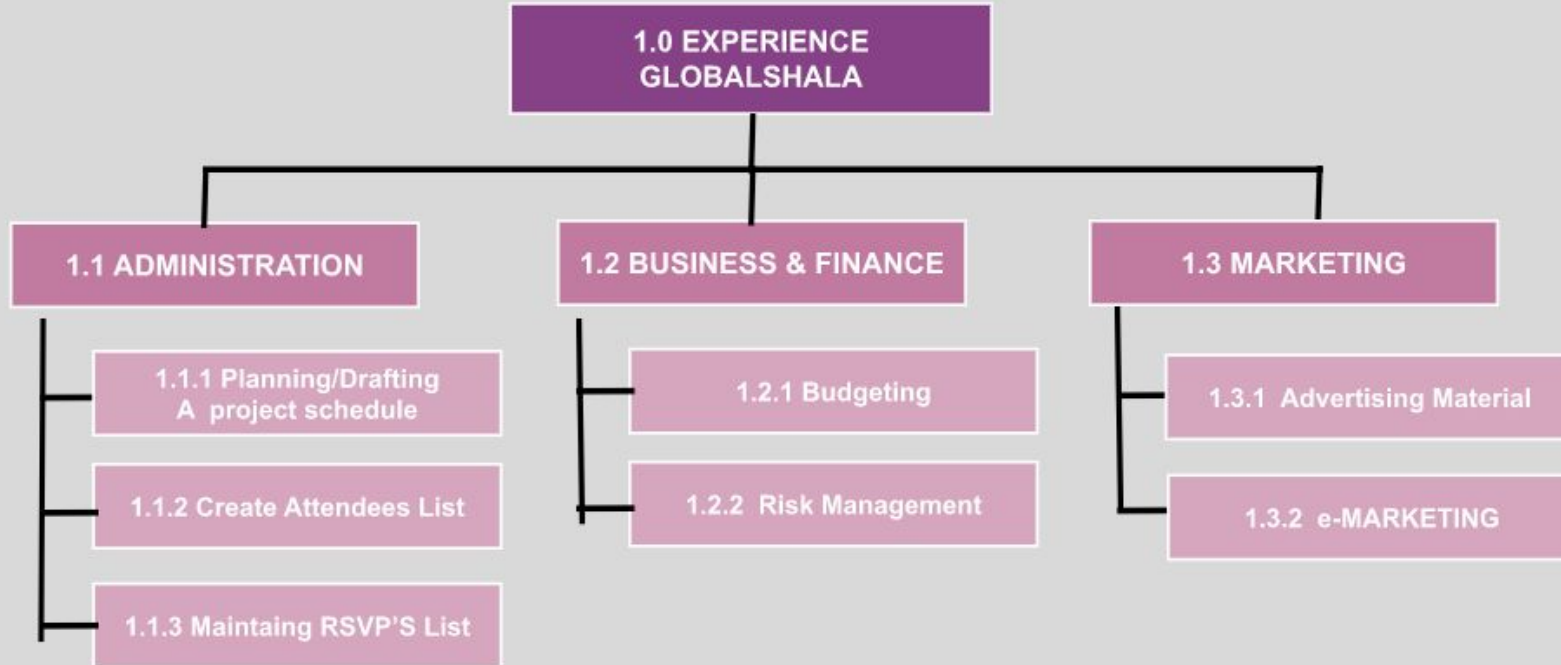
Scope

This is a virtual event and hosting an in-person event is out of scope.

Milestones

- Planning and Budgeting the three day event
- Advertising the event globally
- Hosting the event

Work BreakDown Structure



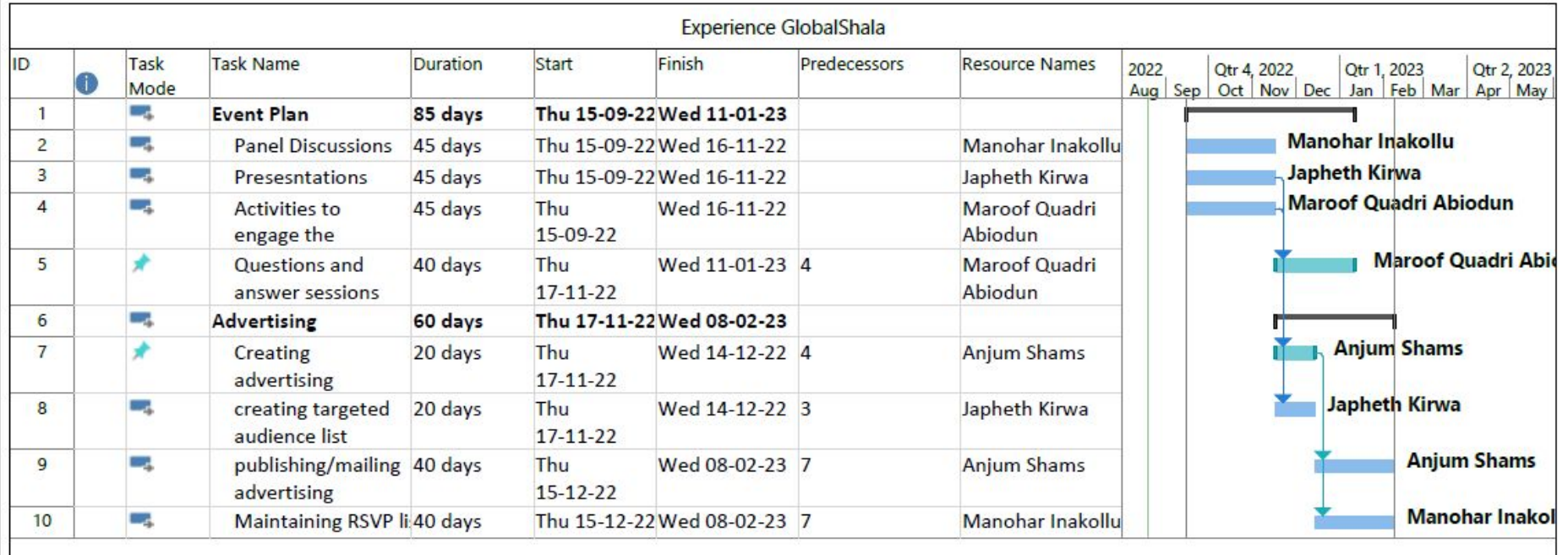
Week Two

During the second week we have created the following documents

- Gantt Chart
- RACI Matrix



Gantt Chart



RACI Matrix

Tasks / Roles	Manohar Inakollu	Anjum Shams	Japheth Kirwa	Maroof Quadri Abiodun
Planning for event dates and logistics	R	C	A	I
Hiring panelists and panel discussions	R	C	A	I
Presentations	A	C	R	I
Activities to engage the audience	A	C	I	R
Question & Answer session	I	C	A	R
Creating advertising material	A	R	C	I
Creating targeted audience list	A	C	R	I
Publishing advertising material	C	R	A	I
Maintaining RSVP list	R	C	A	I

Week 3

During the third week we have created the following documents

- Risk Register
- Cost Estimate



Risk register

ID	Date raised	Risk description	Likelihood	Impact	Severity	Proximity	Owner	Mitigating action	Contingent action	Progress on actions	Status
1	13/08/22	Network connectivity issues	High	High	High	During Event	Manohar Inakollu	bond with various internet network providers. Have specialist engineers to manage and run the network hardware	We will switch to the backup internet service provider	18/01/2023 Hired internet service providers and Specialist engineers for running network hardware	waiting
2	13/08/22	Lack of experience in the team	Medium	High	High	Before Event	Japheth Kirwa	We can overcome this through thorough research and training the team members.	Project Manager will oversee the activities of each member to ensure the event is executed as planned	18/01/2023 Project Manager setup training plan for the team	closed
3	24/08/22	Damage to the equipment	Low	Low	Low	During Event	Maroof Quadri Abiodun	Using backup equipment	We will switch to the backup equipment	18/01/2023 We buy the backup equipment	waiting
4	24/08/22	Misunderstanding the audience	Medium	Medium	Medium	During Event	Anjum Shams	Conducting public surveys and reviewing them.	Having a short Q&A session after each activity	22/12/2022 We create Surveys to get feedback about the marketing campaign	open
5	24/08/22	Unintended natural disaster	Low	Medium	Low	Before Event	Milad	We will have alternate start date for the event	We announce the alternate start date for the event	15/02/2023 We postpone the Event	waiting
6	24/08/22	Lack of host attendance	Medium	Medium	Medium	During Event	Manohar Inakollu	Having an on-call host as backup	Switch to the backup on-call host	22/09/2022 We hire the hosts	closed
7	13/08/22	Low turnout of audience	High	High	High	Before Event	Anjum Shams	weekly marketing mails will solve this problem	Increase the marketing campaign according to the RSVP list	22/12/2022 We continue the e-Marketing	open

Cost Estimate

DETAILS				COST ESTIMATE SCENARIOS			WEIGHTED AVERAGE	ADDITIONAL INFORMATION / NOTES
DATE	WBS ID (Corresponding to WBS tasks)	ITEM / TASK DESCRIPTION	GATHERED BY (Who is responsible)	BEST-CASE	MOST LIKELY / REALISTIC	WORST-CASE		
		Event						
	1.1	Administration						
15/09/22	1.1.1	Planning for event dates and logistics	Manohar Inakollu	\$ 2,500	\$ 2,750	\$ 3,000	\$ 2,750.00	Hire of band width, power back-ups, laptops, technicians.
22/09/22	1.1.1.1	Presentations	Kirwa Japheth	\$ 300	\$ 450	\$ 550	\$ 441.67	
22/09/22	1.1.1.2	Activities to engage the audience	Maroof Quadri Abiodun	\$ 500	\$ 650	\$ 750	\$ 641.67	
24/11/22	1.1.1.3	Questions and answer sessions	Maroof Quadri Abiodun	\$ 150	\$ 150	\$ 150	\$ 150.00	
24/11/22	1.1.2	creating targeted audience list	Kirwa Japheth	\$ 150	\$ 150	\$ 150	\$ 150.00	
22/12/22	1.1.3	Maintaining RSVP list	Manohar Inakollu	\$ 250	\$ 250	\$ 250	\$ 250.00	
	1.2	Business and Finance						
22/09/22	1.2.1	Hiring of Panelists and Panel Discussions	Milad Shirinzaban	\$ 9,000	\$ 10,000	\$ 11,000	\$ 10,000.00	
	1.3	Advertising		\$ -	\$ -	\$ -	\$ -	
24/11/22	1.3.1	Creating advertising material	Anjum Shams	\$ 3,000	\$ 2,400	\$ 1,650	\$ 2,375.00	
22/12/22	1.3.2	Marketing	Anjum Shams	\$ 3,500	\$ 3,000	\$ 2,500	\$ 3,000.00	
15/02/23	1.4	Hosting of the Event	Globalshala CEO	\$ -	\$ -	\$ -	\$ -	
		Salary for team	Milad Shirinzaban	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	We allocate \$10000 as salary for the team members
		Final Estimate		\$ 29,350.00	\$ 29,800.00	\$ 30,000.00	\$ 29,758.33	

Thank You

