Hackathon Project Plan

# Requirement 1: Define the Project Scope and Stakeholder Engagement

## Project Scope

The hackathon aims to bring together 150 participants to collaborate on innovative projects, with key features including a secure venue, workshop schedules, mentor availability, and coordination with sponsors.  
  
Key Features:  
- Venue: Secure an accessible and well-equipped location.  
- Mentorship: Provide access to experienced mentors.  
- Coding Sessions: Organized time blocks for focused development.  
- Workshops: Thematic workshops for skill-building.  
- Sponsors: Engage sponsors for prizes, resources, or event support.  
  
Constraints:   
- Limited budget of $15,000 and potential issues such as Wi-Fi reliability and unexpected expenses.

## User Stories

As a participant, I want access to mentors, so I can get guidance on my project during the hackathon.

As an event coordinator, I need a functional schedule of activities, so I can ensure smooth operation during the hackathon.

As a sponsor, I want visibility for my brand, so participants can recognize our contribution.

As a mentor, I want to have clear communication with participants, so I can provide the best advice and feedback.

As a volunteer, I need to be informed about my responsibilities and shift schedules, so I can assist effectively during the event.

As a participant, I want to have reliable Wi-Fi, so I can complete my tasks without delays.

## Stakeholder List

1. Participants: Main event attendees (150 people).  
2. Mentors: Experienced individuals providing guidance during the event.  
3. Sponsors: Companies or individuals supporting the event.  
4. Speakers: Presenters for workshops or presentations.  
5. Vendors: Service providers for event needs (e.g., catering, tech support).  
6. Volunteers: People supporting the logistics and assistance during the event.  
7. Event Organizers: The planning and coordination team.

## Communication Plan

- Participants: Emails and event app notifications. Frequency: Weekly updates and immediate action if needed.  
- Mentors: Direct communication via messaging platform (Slack/WhatsApp). Frequency: Daily communication during the hackathon.  
- Sponsors: Email and phone calls. Frequency: Weekly updates before the event, with immediate contact for logistical needs.  
- Vendors: Email and on-site meetings. Frequency: Final week for confirmation and additional meetings as required.  
- Speakers: Email and event app messaging. Frequency: Before the event for schedule confirmation.

# Requirement 2: WBS

## WBS Table

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Task-ID | Task | Sub-tasks | Assigned Team Member | Priority | Deadline | | 1 | Venue Setup | Secure venue, Organize equipment | Venue Manager | High | 2024-11-10 | | 2 | Sponsor & Mentor Coordination | Confirm sponsors, Coordinate with mentors | Sponsor Manager | High | 2024-11-11 | | 3 | Workshop Scheduling | Confirm topics, Invite speakers | Event Manager | Medium | 2024-11-12 | | 4 | Event Registration | Create registration system, Confirm participants | Registration Team | High | 2024-11-13 | | 5 | Logistics & Equipment Setup | Arrange tech support, Prepare materials | Tech Support Manager | Medium | 2024-11-14 | | 6 | Marketing & Promotions | Prepare marketing materials, Outreach | Marketing Team | Low | 2024-11-15 | |

## Backlog Table

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| --- | --- | --- | --- | --- |
| Task Name | Description | Priority | Assigned To | Status |
| Venue Booking | Secure the location for the hackathon event. | High | Venue Manager | To-Do |
| Speaker Invitations | Send invitations to potential workshop speakers. | Medium | Event Manager | In Progress |
| Marketing Campaign | Run social media and email campaign for participant engagement. | Low | Marketing Team | To-Do |

# Requirement 3: Event Schedule & Sprint Planning

## Sprint Plan

Sprint 1: Initial Setup & Logistics

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| Task Name | Owner | Deadline | Priority | Status -------------------------------------------------------------- Secure event venue | Venue Manager | 2024-11-10| High | To-Do Confirm sponsors | Sponsor Manager | 2024-11-12| High | In Progress Tech equipment setup | Tech Support | 2024-11-14| Medium | To-Do |

# Requirement 4: Event Wrap-Up & Sprint Retrospective

## Event Wrap-Up Report

Summary of the Event:  
- Attendance: 150 participants, [number] sponsors, [number] speakers.  
- Budget: Total expenses were $15,500 (additional Wi-Fi expense of $500).  
- Key Activities:  
 - All vendor payments and venue cleanup were completed.  
 - Survey responses show positive feedback, but Wi-Fi concerns were highlighted.

## Sprint Retrospective Summary

What went well:  
- Excellent participation and engagement from mentors and sponsors.  
- Timely communication with participants.  
  
What didn’t go well:  
- Wi-Fi issues significantly delayed teams working on cloud-based projects.  
  
Areas for improvement:  
- Pre-event Testing: Ensure a contingency plan for tech failures.  
- Venue Preparation: Test all equipment and services before the event starts.  
- Additional Budgeting: Allocate funds to cover unexpected technical challenges.