

Project Identification			
Project Name:	Charity Gala Dinner	Phase:	Plan
Date:	14/08/2019		
Project Sponsor:	Kaldor Center; ARC(UNSW); RTRP	Version:	1.0
Project Manager:	PEIGUO GUAN		

Business Benefits/Purpose

The main purpose of this project is to fundraise and raise awareness of the world refugee crisis through getting in touch with refugees in camps. The first hand situation of refugees living in camps will help lots of on grabbing attention of audience. For Business Benefits, since Students 4 Refugees is a non-profit organisation, the funds we gather will be used for providing essential items to refugee.

Project Objective / In-Scope

The Charity Gala Dinner event will be held on the 14 August 2019, at Tyree Room and Alumni Terrace. Our team will help the non-profit organisation "Students 4 Refugees" to work on marketing, sponsorship, fundraising, entertainment, promotion, awareness, venue set-up and supply. The charity gala event is being hosted to raise funds, network and promote the project.

The project will allow for funds to be raised for the development of essentials kit for refugees in camps and to eventually help create networks in these regions to better assist with the refugee crisis. The charity dinner will aim to spread the word about the exacerbation of the refugee crisis as a result of the ongoing wars and how the project is helping alleviate the same. This project will look to raise at least \$1200 to help this cause via donations and sponsorships for the event. The money raised at the dinner will go towards the provision of necessities like toiletries, blankets, sanitary accessories, etc to the refugee camps.

Deliverables

1. Dinner is available for 160 people
2. Marketing, entertainment and food worth \$7000.
3. Tickets worth \$80 each.
4. Project members are expected to work on marketing, sponsorship, fundraising, entertainment, promotion, awareness, venue set-up and supply.
5. Sales of souvenirs
6. Organization of dinner event (eg. Selecting a live music for the activity)
7. Venue set-up
8. Menu designing for gala dinner
9. Promotion material/information about project to be distributed at the dinner. Ex: pamphlets
10. Servers and volunteers to serve food during the dinner

Technical requirements

1. At least \$1200 to be raised
2. Availability of the Tyree room and Alumni Terrace from 7 PM to 11 PM
3. 160 available seats for dinner guests
4. Enough food prepared for 160 people
5. Prepare enough money to make sure all things can be solved in time
6. Ensure the process of the banquet in the order
7. Make the marketing organizations have enough promotion
8. The food should be suitable and safe for this gala dinner

Limits and Exclusions / Out-of-Scope

1. Capacity of the area (For example, the area where the project may be not enough to accommodate the participants if the number of them exceed prediction.)
2. Funds over a fixed budget
3. Unable to offer the extra fee (like transportation fee)
4. Weather condition (Terrible weather situation, which will influence the number of participants.)

- 5. Unable to offer formal suit
- 6. Not enough publicity (Insufficient publicity will result in a far fewer participants than expected and fewer volunteers.)

Assumptions

- 1. When selling 103 out of 160 tickets without donations, we can earn at least \$1200 (it already covers \$7000 entertainment cost).
- 2. Availability of the venue
- 3. The Tyree room allows the food and drink
- 4. Well-prepared presentation of the status (PPT for the activity) and current refugee crisis around the world
- 5. Our food and drink are all good and safe, and the chef needs a certification.
- 6. All staff should be qualified (need qualified and enough volunteers)
- 7. The entertainment is interesting and meaningful
- 8. Waiver of liability and copyright licenses are not required
- 9. The sponsors are interested in activity

Review with Customer/ Acceptance

- 1. Ensure the participants are satisfied with activity.
- 2. Questionnaire before they leave or link online to get feedback
- 3. Expect that the participants increase the awareness of refugee crisis
- 4. Make survey to ask guests for their expectations of this event before the event starts.

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Project Scope Statement

Preliminary Milestones		
Phase	Milestone	Estimated Completion
Initiation	Project Plan	24.06.19
Planning	Project template example; Project scope; PM request form	27.06.19
Execution	Delegation of duties; Marketing; Propagation; Venue preparation; Hire volunteers/servers; Dinner event arrangement;	14.08.19.
Close-out	Clean up; Settle payments; Work summary and reflection; Collect and calculate the donations;	15.08.19

Project Team

The individuals that will be Accountable (A), Consulted (C), Responsible(R) for completing the activity and Informed (I) during this project.

Name / Title	Role	Responsibilities	Duties
PEIGUO GUAN	Project Manager	A, R	Project oversight and direction. Ensuring all the activities in the event on process. Keeping all the team members know their responsibility.
LING XU	Project Member	A, R	Oversight and responsible for listing project deliverables.
JERRY EDACKATT	Project Member	R, C, I	Review all the project and responsible for the identifying the project objective and project business benefits.
PIAO LI	Project Member	R, C, I	Identify, define the project objective and document the project deliverables.
AN WEI	Project Member	R, I	Provide the detail of the project and give the project identifications.

Updated: July 02, 2019

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Project Scope Statement

PEIZHI OUYANG	Project Member	R, I	Oversight the project and provide the technical requirements.
WEISHEN ZHI	Project Member	A, R	Identify the possible limits and exclusions of project and provide the project assumptions.
YUE DU	Project Member	R, I	Document the project and add some details. Finalize the Preliminary Milestones.

Project Scope Approval		
Name, Title	Signature	Date
PEIGUO GUAN, Director, Project Manager	<i>Pei Guo Guan</i>	02.07.19
LING XU, Director, Project Member	<i>Ling Xu</i>	02.07.19
JERRY EDACKATT, Project Member	<i>Jerry Edackatt</i>	02.07.19
PIAO LI, Project Member	<i>Piao Li</i>	02.07.19
AN WEI, Project Member	<i>An Wei</i>	02.07.19
PEIZHI OUYANG, Project Member	<i>Peizhi OUYANG</i>	02.07.19
WEISHEN ZHI, Project Member	<i>ZHWEZ SHEN</i>	02.07.19
YUE DU, Project Member	<i>YUE DU</i>	02.07.19

Project Scope Statement Change Log		
Change Date	Requested by	Change Description



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Project Scope Statement

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(Ver. 1.0)

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