G + Jerry

3.Project Scope Statement

3.1 Project Objective

The project (within 7 weeks) is to raise a minimum of $1200 for the non-profit organisation called “Students 4 Refugees”. The goal will be pursued by the charity gala dinner organised in Tyree Room and Alumni Terrace on 14 August 2019. All proceeds from the dinner will go to the charity towards helping refugees affected by the global refugee crisis. The project is also to raise awareness of the refugee crisis in the world. The project team will focus on planning, organisation and execution of this dinner event and it includes the work from marketing, sponsorship, fundraising, entertainment, promotion, awareness, venue set-up and supply.

3.2 Deliverables

1. Multiple work area

2. Volunteers

3. Advertisement

4. Sponsorship money

5. Material/Dinner supply

6. Dinner Organisation

7. PowerPoint presentation about refugee crisis

8. Donations/Collections and Peripheral products

9. Clean up

10. Account settlement

3.3 Technical requirements

1. Sufficient promotion for activity

2. Availability of the venue for the time and space

3. Sufficient and quality of the dinner food supply

4. Availability of the equipment for dinner process

3.4 Milestones

|  |  |  |
| --- | --- | --- |
| **Phase** | **Milsestone** | **Estimation 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 |

*Figure 3.4.1 Milestones*