
	Name	Duration
1		Covid-19 Community Vaccination Awareness Initiative (CCVAI)	134 days
2		1. Requirements	24 days
3		1.1 Brainstorm	10 days
4		Brain storm or research on the requirements	10 days
5		Research all possible roadblocks	10 days
6		1.2 Discuss	4 days
7		Call for a team meeting	2 days
8		Discuss the requirements	2 days
9		1.3 Decision	10 days
10		Decide the most relevant requirements	4 days
11		Devise the timelines based on requirements	6 days
12		2. Location	23 days
13		2.1 Research	10 days
14		List down all locations for various communities in nyc to create awareness about Covid-19 vaccine	10 days
15		Ask the active organizations for any recommendations	10 days
16		2.2 Discussion	7 days
17		Organize Meeting to discuss findings	2 days
18		Short list locations	5 days
19		2.3 Decision	6 days
20		Feedback from team on shortlisted locations	1 day
21		Finalize locations	5 days
22		3. Angel investors funds	29 days
23		3.1 Research	10 days
24		Research about angel investors profiles.	10 days
25		Research about the estimate money needed to drive the initiative	10 days
26		3.2 Pitch business plan	13.5 days
27		Jot down points that would entice the angel investors to sponsor the initiative	13 days
28		Arrive on the scheduled time, dress formally and present it to the angel investors	0.5 days
29		3.3 Outcome	5.5 days
30		Note down suggestions from the panel	0.5 days
31		Receive the grants	5 days
32		4. Services	133 days
33		4.1 Education	116 days
34		4.1.1 Research	15 days
35		Gather information about vaccine safety and efficacy	15 days

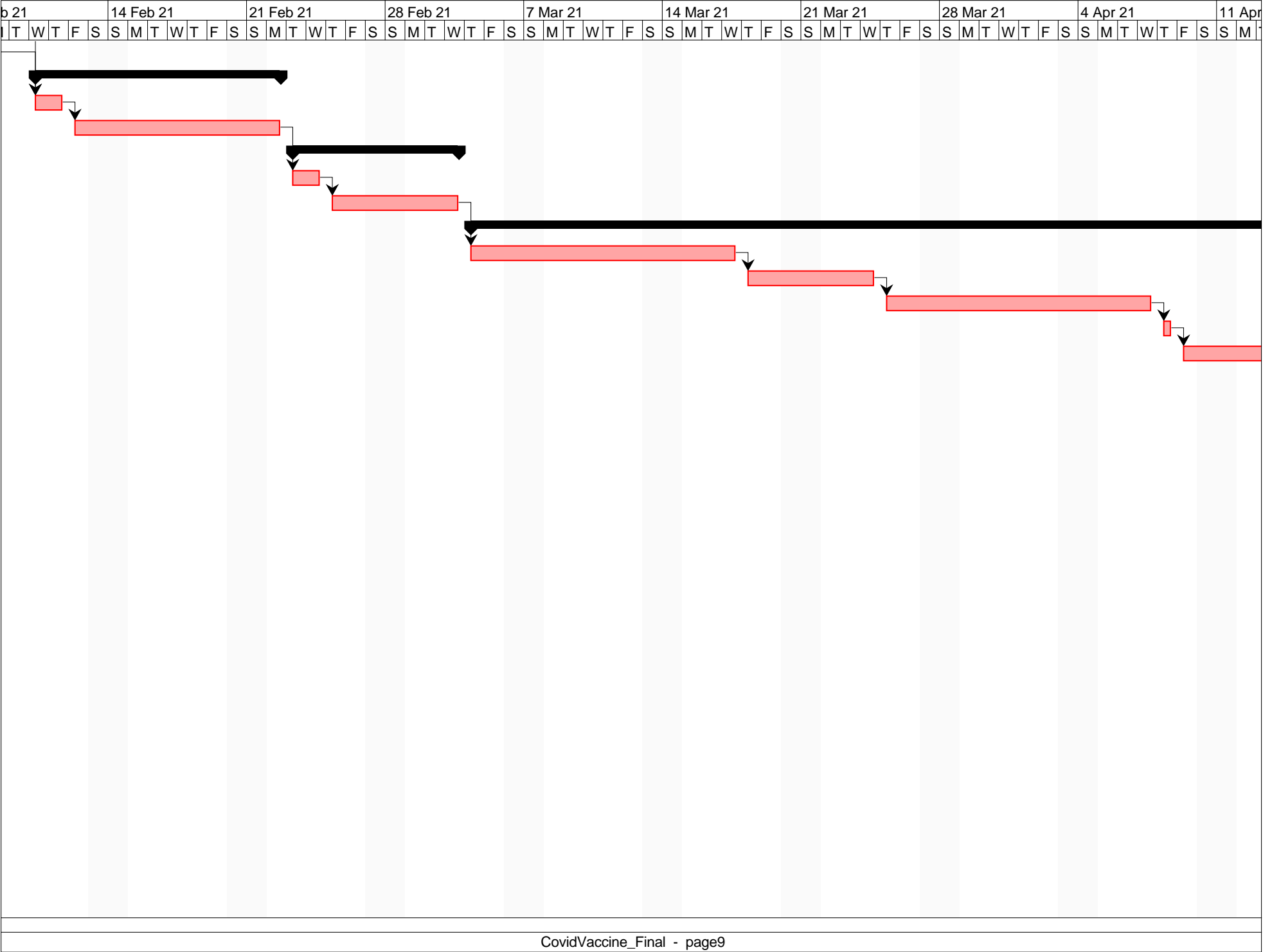
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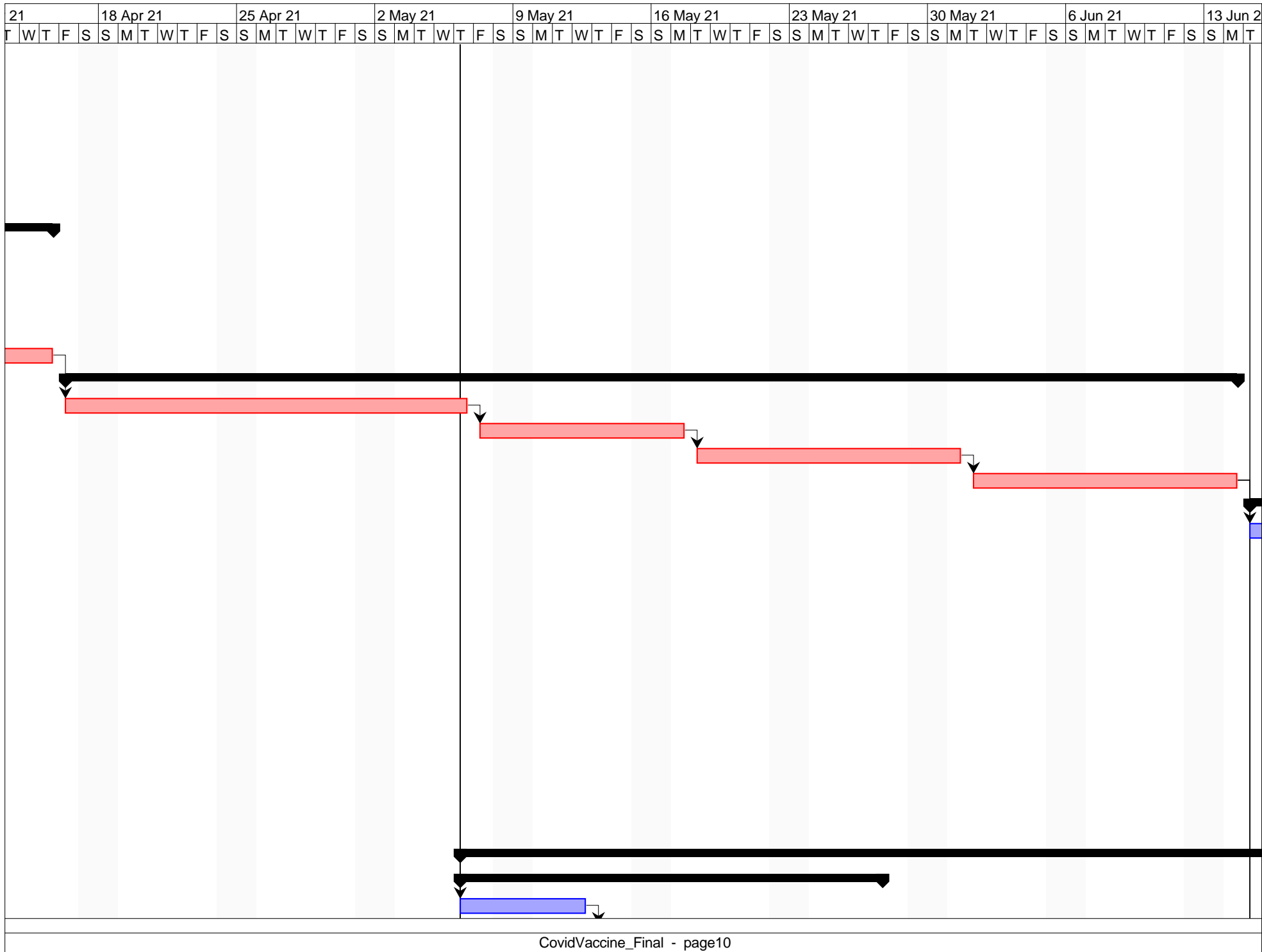
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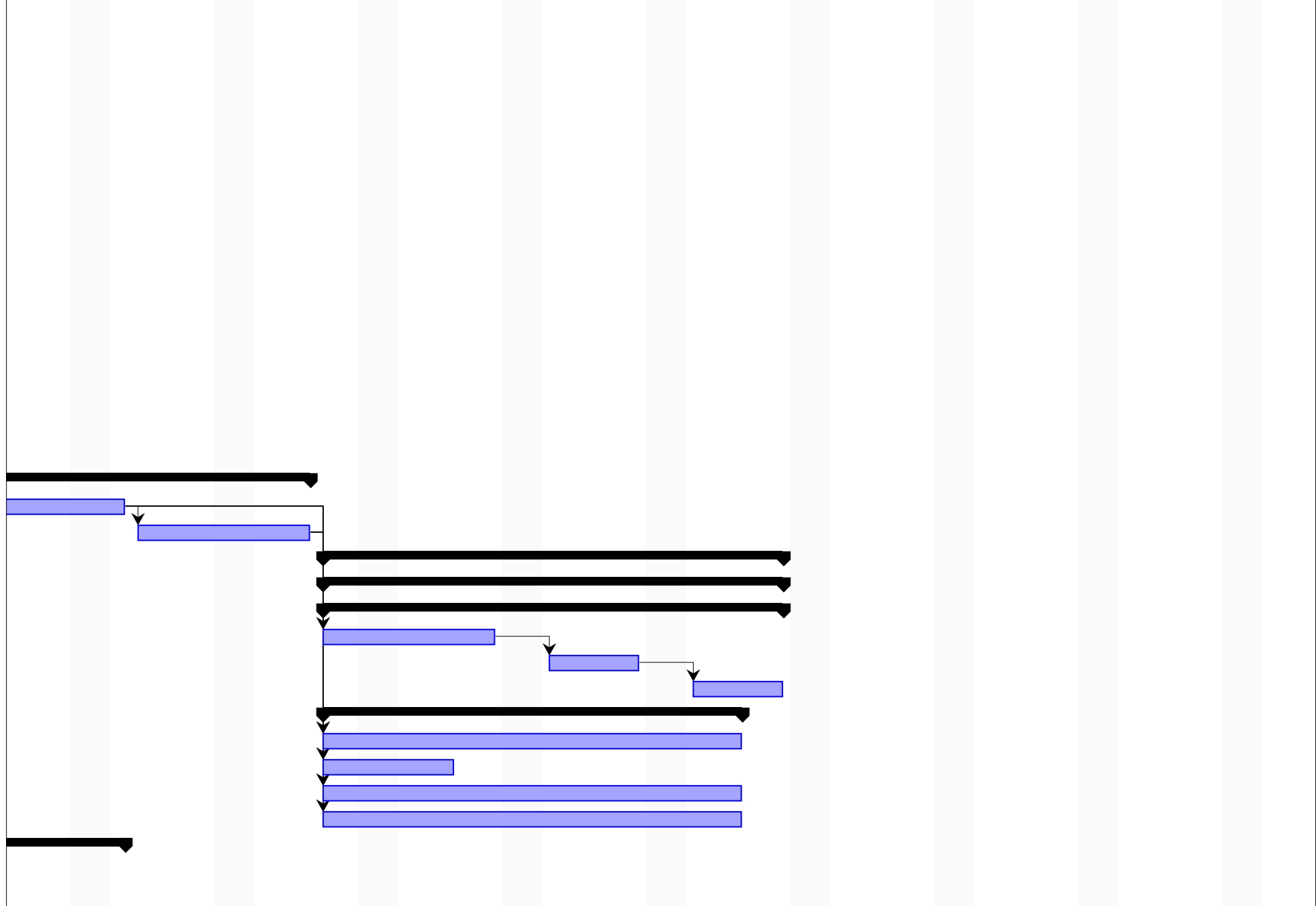
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		Name	Duration
36		Consolidate information about vaccine	7 days
37		4.1.2 Discussion	9 days
38		Organize team meetings	2 days
39		Discuss findings with the team	7 days
40		4.1.3 Decision	7 days
41		Feedback from team	2 days
42		Make decision on the information on the vaccine to be provided	5 days
43		4.1.4 Preparation	31 days
44		Course options online/offline and platform	10 days
45		Narrow down options for course platform	5 days
46		Research language for course delivery	10 days
47		Discuss findings	1 day
48		Decide the platforms and languages for delivering education in online and offline mode	5 days
49		4.1.5 Team Hire	42 days
50		Post job/volunteer openings on various job search engines	15 days
51		Shortlist the candidates	7 days
52		Take interviews	10 days
53		Hire the most suitable candidates	10 days
54		4.1.6 Implementation	12 days
55		Launch the initiative	5 days
56		Start support services to handle registration process	7 days
57		4.2 Support	17 days
58		4.2.1 Vaccine appointments	17 days
59		Register the person for vaccination with his/her details	17 days
60		Send reminders about their vaccine appointment	7 days
61		Tracking their vaccination status	5 days
62		Follow-up on their health condition after the vaccine doses	5 days
63		4.2.2 Community Support	15 days
64		Provide email support to the people who need information regarding the vaccine	15 days
65		Create an informational website for basic education and FAQ's	5 days
66		Have a dedicated team for on call support	15 days
67		Allocate time slots for people who want to walk in	15 days
68		5. Budget/Finance	33 days
69		5.1 Fundraiser	16 days
70		Research on various options to generate extra funds	5 days


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		Name	Duration
71		Discuss the options	3 days
72		Design a business plan/proposal	5 days
73		Raise funds	3 days
74		5.2 Budget allocation	17 days
75		Calculate the funds that could be possibly received	5 days
76		Research on the funds required by various departments in the organization based on the current budget	5 days
77		Organise meeting with the finance team	5 days
78		Discuss the findings	1 day
79		Discuss and come up with a decision with board members	1 day
80		6. Marketing	9 days
81		6.1 Research	5 days
82		Research various possible digital or online marketing firms and their costing based on budget	5 days
83		Research various possible publisher to print the flyers, pamphlets or brochures cost based on the budget	5 days
84		6.2 Discussion	2 days
85		Discuss the relevant and feasible options	1 day
86		Refine the research and take suggestions	1 day
87		6.3 Digital/Physical Marketing Firm hire	2 days
88		Evaluate the options based on the feedback from the discussions	1 day
89		Sign the contract with the publisher and digital marketing firm	1 day
90		7. Course registration prerequisites	33 days
91		7.1 Research	10 days
92		Research the class size and safety requirements required to organize the course	10 days
93		Research on the days to schedule the online and offline courses	10 days
94		Research on the logistical requirement for the courses in both modes	10 days
95		7.2 Discussion	8 days
96		Gather the team for a meeting	5 days
97		Discuss the findings	3 days
98		7.3 Decision	15 days
99		Consider the valuable feedback from the meeting	5 days
100		Decide the class size, safety requirements and the days for courses to be scheduled	10 days
101		8. Site Set up	30 days
102		8.1 Resource allocation	5 days
103		Develop list of all available resources	5 days
104		Categorize resources based on experience and initiative need across NY target boroughs	5 days
105		8.2 Schedule	10 days

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		Name	Duration
106		Develop list of all key tasks across NY target boroughs	5 days
107		Assign resources to all key tasks	5 days
108		8.3 Ensure safety measures	15 days
109		Locate Center for Disease Control COVID-19 guidelines	5 days
110		Develop safety plan for office staff and in-person educational seminars	5 days
111		Rollout new safety plan	5 days
112		9. Project Management	133 days
113		9.1 Initiating	133 days
114		9.2 Planning	133 days
115		9.3 Execution	133 days
116		9.4 Monitor and Controlling	133 days
117		9.5 Closing	133 days

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