**REQUIREMENTS**

| 1. **Health Department** |
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| A1. Ensure that 100% of program safety protocols are met |
| A2. Abide by 100% of guidelines set for non-profit organizations |
| A3.Vaccinations will not be administered to clients on site |
| A4. There will be $0 in compensation provided to clients for their participation within the program. |
| A5.The program staff, volunteers and clients will follow 100% state-mandated COVID-safety guidelines at all times. |
| 1. **Team Members** |
| B1. Form a team to develop a project plan for a non-profit organization by January 20, 2021 |
| B2. All team members should agree on a proposed non-profit within the 8 categories |
| B3: Select non-profit major category should be either a member-serving or public by Jan 22, 2021 |
| B4: Select non-profit organization which will have a specific form by Jan 22, 2021 (i.e. charity, foundation,etc) |
| B5: Select name of non-profit organization by Jan 22, 2021 |
| B6: Project plan should be divided into 12 documents as outlined by the Professor’s requirements and completed before April 28, 2021 |
| B7: Team to kick off an initial discussion of project requirements and responsibilities by Jan 22, 2021 |
| B8: Team members to develop project charter in line with requirements by February 12, 2021 |
| B9: Team members to prepare stakeholder requirements list by February 19, 2021 |
| B10: Team members to create project stakeholders by March 31, 2021 |
| B11: Team members to develop a comprehensive list of stakeholder requirements and map them according to Difficulty x Importance by March 31, 2021 |
| B12: Team members to develop a scope statement by March 31, 2021 |
| B13: TTeam members to develop a Work Breakdown Structure (WBS) by February 19, 2021 |
| B14: Team members to develop a Work Breakdown Structure Schedule by March 31, 2021 |
| B15: Team members to develop a cost estimate by April 9, 2021 |
| B16: An assigned team member to develop a communications plan by April 9, 2021 |
| B17: An assigned team member create a risk probability/impact matrix by April 9, 2021 |
| B18: An assigned team member to create and update an issue log by April 9, 2021 |
| B19: An assigned team member to document any change requests throughout project lifecycle |
| B20: An assigned team member to document the lessons learned during the project by April 9, 2021 |
| B21. Prepare presentation of non-profit project plan on April 28, 2021 |
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| 1. **Campaign Team Members** |
| C1. Publish Background of CCVAI and key goals during initial kickoff meeting |
| C2. Request list of underserved communities targeted in outreach initiative during initial kickoff discussion |
| C3. Request number of in-person and webinars offered to specific communities |
| C4. Review webinar materials which will be presented |
| C5. Request list of key partners responsible for financial and non-financial support to CCVAI |
| C6. Request list of all grassroots organizations supporting CCVAI |
| C7. Review development of survey showing how attendees heard about CCVAI in person training or webinars |
| C8. Request publication of the number of attendees per in-person training/webinars on a quarterly basis |
| C9. Request tracking of the number of fully vaccinated community members post education program |
| 1. **Location Partners** |
| D1. Get five mandatory permits from the school authority |
| D2. Arrange four classrooms to hold the sessions for 6 months |
| D3. Set up seven outdoor hand sanitisers and twenty signs to maintain 6ft distance |
| D4. Organise a team of fifty volunteers |
| 1. **Professor** |
| E1. **Develop project plan for non-profit organization by April 28, 2021** |
| E2. **Presentation of project plan should be delivered on 4/28 by 6pm** |
| E3. **Select non-profit organization which will provide a real impact to society**  Assigned team to select non-profit organizations which will provide a real impact to society within the following major non-profit categories: 1) Arts, culture, humanitarianism 2) Education, 3) Health, 4) Human services, 5) International affairs, 6) Public societal benefit, 7) Religion related and 8) Mutual/membership benefit |
| E4. **Non-profit major category should be either a member-serving or public** |
| E5. **Select non-profit organization which will have a specific form by Jan 22, 2021 (i.e. charity, foundation,etc.)**  Assigned teams to select non-profit with the following form: 1) Charity, 2) Foundation, 3) Social Welfare or Advocacy Organizations, 4) Professional/Trade Association or 4) Religious Organization |
| E6. **Project plan is required to align with 12 documents as outlined by primary stakeholder requirements**  Assigned teams to create project plan which will be divided into 12 documents (outlined in items E7-E18) and it is important to provide templates provided in class, additional information from the textbook and online materials |
| E7. Team to prepare Project Charter |
| E8. Team to identify and list the project stakeholders |
| E9. Team to develop a comprehensive list of requirements and map them according to Difficulty x Importance |
| E10. Team to develop a scope statement |
| E11. Team to develop a Work Breakdown Structure (WBS) |
| E12. Team to create a WBS Schedule |
| E13. Team to develop a cost estimate |
| E14. Team to develop a communications plan |
| E15. Team to create a risk probability/impact matrix |
| E16. Team to create and update an issue log |
| E17. Team to describe any change requests |
| E18. Team to describe the lessons learned |
| 1. **Business Organizations** |
| F1. Team to request around 10-20 additional staff to attend to the audience of the campaign. |
| F2. Team to list 10 roles and responsibilities of the staff for the campaign. |
| F3. Team to sign a 10 pages T&C agreement with staffing firm on wage rates and following all the safety protocols. |
| F4. Team to inform the staff 24hr in advance about the change in location or time of campaign. |
| F5. Team to request around 50 translators who can interact comfortably with the audience of the campaign. |
| F6. Team to list 10 roles and responsibilities of the translators for the campaign. |
| F7. Team will sign a 10 pages T&C agreement with a translation firm on wage rates and following all the safety protocols. |
| F8. Team to inform translators 24hr in advance about the change in location or time of campaign. |
| F9. Insure 300 volunteers/employees working for the organisation |
| F10. Cover 80% of accidental damage to the organisation equipments |
| F11. Construct marketing social media marketing campaign geared towards target audience |
| F12. The social media campaign is required to drive 25% web traffic to the video for Team Valor to consider it successful. |
| F13. The marketing team will be required to create a marketing plan that addresses the concerns of higher risk individuals increasing their vaccine rate by at least 5%. |
| F14. Put together a comprehensive marketing plan that addresses the concerns of citizens that are wary of getting the vaccine increasing their vaccine rate by at least 7% |
| F15. The tech firm will be responsible for providing Team valor and the CCVAI project with a comprehensive product suite. To complete all necessary technology related activities to complete the CCVAI with a target conversion rate is at least 10% |
| F16. Zoom will be required to provide Team Valor with its services to enable Team valor to complete at least 50% of online video interactions. |
| F17. Google will also be required to provide team valor with a variety of services that are included in the google suite that will aid in completing the 50% online interactions. |
| F18. The cleaning company will be required to come in and clean and sanitize the room per CDC guidelines. There should be zero transmission rate of Covid at the events. |
| F19. Team valor will also require any participants to wear a mask, this is to aid in the zero transmission rate of Covid at the events.  As a result we will provide masks that we will purchase from the sanitation company at a bulk discount. |
| 1. **Investors/Fundraising** |
| G1. Approximately 80% capital is required from Angel Investors to run the campaign. |
| G2. Present a 100% detailed project proposal in order to convince angels. |
| G3. 100% of funds requirements from Angels are in the form of Direct Deposit. |
| G4. Angels aim to get 100% ROI in the form of community service. |
| G5: Team Valor must look 100% competent to run the campaign in order to get funding from Angel Investors. |
| G6. CCVAI project plan must look 100% convincing in order to get funding from Angel Investors. |
| G7. Angel Investors can spare 10-20% of their time to serve the community by getting involved in the campaign. |
| G8. Plan to visit at least 3-5 NJ local non-profit organizations to seek grants. |
| G9. Reach out to at least 2 COVID-19 relief organizations to seek grants. |
| G10. Convince Grants Organizations with CCVAI project plan in order to get at least 10% of the funds.. |
| G11. Provide 100% information on safety protocols and permissions obtained for the campaign to be eligible for grants. |
| G12. COVID grants organizations should be 100% convinced about the COVID-related help to the community in order to be eligible for grants. |
| G13. Proposal to show how 80% of risks are minimized and 100% safety protocols will be followed throughout the campaign. |
| 1. **Suppliers (Education Material)** |
| H1. Provide vaccine education materials to potential customers in first half of 2021 |
| H2. Secure partnership with non-profit organization in New Jersey in first half of 2021 |
| H3. NJ Non-profit to provide total # of participants attending in person sessions or webinars related to COVID-19 vaccines quarterly |
| H4. Provide survey results demonstrating effectiveness of each in person training or webinar along with participant comments |
| H5. Provide customer referral to pharmaceutical supplier for follow up or open questions |
| 1. **Medical Organizations** |
| I1. Organise fifty volunteers |
| I2. Teach two sessions in a week |
| I3. Travel to five nearby areas to educate people |
| I4. Documents the hours worked as volunteers |
| I5. Provide 100% support to help organization |
| 1. **Target Audience** |
| J1. To be provided with 100% accurate and scientifically researched data and facts |
| J2. All services provided will be $0 in cost - free of charge |
| J3. There should be 0% false advertisement of available services |
| J4. Data sharing policies must be 100% clearly stated within terms of service disclosure |