**SCOPE STATEMENT**

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| **Project Title:** Covid-19 Community Vaccination Awareness Initiative  **Start Date:** 1/20/2021 **Finish Date:** 4/28/2021 |
| **Project Objectives:** The project aims to educate the underserved communities about the safety and efficacy of the Covid 19 vaccine. Apart from education, our organisation will also help people register for Covid 19 vaccine. |
| **Project Justification:**  As of today, Covid 19 has been very risky and has aggravated due to people being ignorant. Our organisation will help to educate the people and try to get most of them vaccinated so as to reduce the risk of getting infected by Covid 19. |
| **Scope of the Product:** *(Detailed description of each and all requirements of the project from every single stakeholder.)*   |  | | --- | | **A. Health Department:** |   **A1. Ensure 100% of the program safety protocols are met.**  All of the outlined safety protocols that were submitted in the initial application to the NYS Department of health must be observed. The safety of both staff and customers must be of high importance at all times. There should be security at all facilities throughout the enrollment and educational periods .  **A2. Abide by 100% of the guidelines set for all non-profit organizations.**  Operating within the legal parameters of a not for profit business,all state tax documents and certifications must be filed, granted and maintained.  **A3. Vaccinations will not be administered to clients onsite.**  This initiative was granted permission to register individuals for vaccination appointments, not to administer vaccinations to clients, directly. There will be no doses kept on premises, and this organization will not operate as a medical facility.  **A4. There will be $0 in compensation to clients for their participation within the program.**  Participation is completely voluntary and as such, clients may not be offered any type of compensation to make or keep vaccination appointments , monetary or otherwise.  **A5. The program staff, volunteers and clients will follow 10% of all state-mandated COVID-safety guidelines at all times.**  Social distancing , face coverings and heightened sanitization standards must be maintained at all times throughout the program operation.   |  | | --- | | **B. Team Members:** |   **B1. Form a team to develop a project plan for a non-profit organization by Jan 22, 2021**  CCVAI team to form a team of 5 which will be tasked with developing a project plan for a non-profit organization.  **B2. All team members should agree on a proposed non-profit within the 8 categories**  CCVAI will select non-profit organizations which will provide a real benefit to society. Categories of the selected non-profit should range as follows: 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  **B3. Select non-profit major category should be either a member-serving or public by Jan 22, 2021**  CCVAI team to select the type of non-profit organization which will be formed: 1) member-serving or 2)public  **B4. Select non-profit organization which will have a specific form by Jan 22, 2021 (i.e. charity, foundation,etc)**  CCVAI non-profit organization which will provide a real benefit to society. Categories of the selected non-profit should range as follows: 1) Charity, 2) Foundation, 3) Social Welfare or Advocacy Organizations, 4) Professional/Trade Association or 4) Religious Organization  **B5. Select name of non-profit organization by Jan 22, 2021**  CCVAI to decide on the name of non-profit organization  **B6. Project plan should be divided into 12 documents as outlined by the Professor’s requirements and completed before April 28, 2021**  CCVAI team to review project plan outline which will be divided into 12 documents.  **B7. Team to kick off an initial discussion of project requirements and responsibilities by Jan 22, 2021**  CCVAI team to initiate project planning kick off meeting with the aim to review all requirements and outline key responsibilities of team members.  **B8. Team members to develop project charter in line with requirements by February 12, 2021**  CCVAI team to develop a project charter using the class existing template. Project charter should include project objectives, deliverables, success criteria, risks and name of sponsor.  **B9. Team members to prepare stakeholder requirements list by February 19, 2021**  CCVAI team lists key stakeholders for selected projects. In addition, a stakeholder matrix should be developed to show the Power x Interest of each stakeholder. Each stakeholder should be identified as positive, negative or neutral.  **B10. Team members to create project stakeholders by March 31, 2021**  CCVAI team to list all requirements by each stakeholder. Difficulty and Importance should be incorporated into the full list of requirements.  **B11. Team members to develop a comprehensive list of stakeholder requirements and map them according to Difficulty x Importance by March 31, 2021**  CCVAI team to develop a comprehensive scope statement for their selected project. Scope statement should be completed using the template provided in class. Key sections of the scope statement should include the following: 1) Detailed requirements by stakeholder (scope of product), 2) Detailed description of each work package from the WBS (scope of project) and how each work package will be delivered.  **B12. Team members to develop a scope statement by March 31, 2021**  CCVAI team to develop a comprehensive scope statement for their selected project. Scope statement should be completed using the template provided in class. Key sections of the scope statement should include the following: 1) Detailed requirements by stakeholder (scope of product), 2) Detailed description of each work package from the WBS (scope of project) and how each work package will be delivered.  **B13. Team members to develop a Work Breakdown Structure (WBS) by February 19, 2021**  Teams are required to develop a Work Breakdown Structure in a graphical form. Format and overall buildout of WBS should follow standards communicated in class or from past assignments.  **B14. Team members to develop a Work Breakdown Structure Schedule by March 31, 2021**  Teams are required to develop a WBS Schedule using any available tools (i.e. Microsoft project). Each work package should have a minimum of 2 activities. Estimate duration and predecessor are only required for activities.  **B15. Team members to develop a cost estimate by April 9, 2021**  CCVAI team will develop a cost estimate based on WBS created. Estimates of the number of hours to create each box of the WBS is needed. Cost estimate should only have labor (number of hours, number of people, cost per hour at $10/hour) and non-labor (fees, food, equipment, etc).  **B16. An assigned team member to develop a communications plan by April 9, 2021**  Saumya will develop a communications plan which will outline what each stakeholder will want to receive about the project, when, how, etc. All stakeholders should be listed irrespective of the fact that no communication may be required.  **B17. An assigned team member create a risk probability/impact matrix by April 9, 2021**  Vallabh will develop a risk probability/impact matrix which should include a minimum of 10 prioritized risks. For each risk, make sure to include an Action Plan starting with one of the 4 responses (Mitigate, Eliminate, Transfer or Accept) and how you are doing this (except for Accept).  **B18. An assigned team member to create and update an issue log by April 9, 2021**  Cameron will develop an issues log highlighting all issues faced during the project and how they were resolved. It is recommended a template from class is used.  **B19. An assigned team member to document any change requests throughout project lifecycle**  Adrian will develop a change requests document highlighting key changes from the Professor, team members, etc. Each change request should include the overall impact to the project.  **B20. An assigned team member to document the lessons learned during the project by April 9, 2021**  Sherisse developed a lesson learned document utilizing the template shared in class. Lessons learned template should include items which the team should: 1) Start doing, 2) stop doing, 3) continue doing. Divide into the 5 process groups.  **B21. Prepare presentation of non-profit project plan on April 28, 2021**  Presentation project plan to investors to seek funding on 4/28 by 6pm   |  | | --- | | **C. Campaign Team Members:** |   **C1. Publish Background of CCVAI and key goals during initial kickoff meeting**    Provide CCVAI background and key goals along with specific milestones during initial discussion with local grassroots organizations/campaign volunteers.  **C2. Request list of underserved communities targeted in outreach initiative during initial kickoff discussion**  Provide CCVAI’s list of underserved communities which will be impacted during initial discussion with local grassroots organizations/campaign volunteers.  **C3. Request number of in-person and webinars offered to specific communities**  Provide CCVAI’s target number of in-person and webinars across target communities during initial discussion with local grassroots organizations/campaign volunteers.  **C4. Review of webinar materials which will be presented before initial Covid-19 community awareness outreach**  Provide CCVAI’s presentation materials to local grassroots organizations/campaign volunteers before any awareness outreach education is done.  **C5. List of key partners responsible for financial and non-financial support to CCVAI**  Provide CCVAI’s of key partners responsible for financial and non-financial support impacted during initial discussion with local grassroots organizations/campaign volunteers.  **C6. Listing of all grassroots organizations supporting CCVAI**  Provide CCVAI’s full list of grassroots organizations during initial discussion with local grassroots organizations/campaign volunteers.  **C7. Survey results showing how attendees heard about CCVAI in person training or webinars on monthly basis**  CCVAI to develop a survey to participants requesting information about how they became aware of this initiative. Survey results will be shared with local grassroots organizations/campaign volunteers on a monthly basis.  **C8. Publish the number of attendees per webinars on a quarterly basis**  CCVAI to publish attendee metrics on a quarterly basis. Survey results will be shared with local grassroots organizations/campaign volunteers on a quarterly basis.  **C9. Publish the number of fully vaccinated community members' post education program on a quarterly basis.**  CCVAI to publish the number of fully vaccinated education awareness attendees quarterly with local grassroots organizations/campaign volunteers.   |  | | --- | | **D. Location Partners:** |   **D1. Get five mandatory permits from the school authority.**  The school officials need to review the permits required to host educational sessions organized by our team. These permits are important to gain access and organise seminars as per the mandate of the school. These permits are signed by school officials.  **D2. Arrange four classrooms to hold the sessions for 6 months.**  If the session is to be held in the school, the officials need to know the count of people that are to be catered. The school officials should be informed about the logistic requirement to handle such seminars for the amount of people.  **D3. Set up seven outdoor hand sanitisers and twenty signs to maintain 6ft distance.**  The school officials need to know the safety protocols that are to be followed. They need to add outdoor sanitizers at convenient locations for the attendees to usit from time to time. They also need to put up signs to maintain 6 ft distance to remind people.  **D4. Organise a team of thirty volunteers.**  The school officials need a prior intimation if the organisation needs the school officials to provide volunteers for on day assistance.   |  | | --- | | **E. Professor:** |   **E1. Develop project plan for non-profit organization by April 28, 2021**  Detailed project plan to be developed in order to form a non-profit organization. Team members to decide on the type and purpose of the non-profit organization.  **E2. Presentation of project plan should be delivered on 4/28 by 6pm**  Project plan will be available in presentation form to be delivered on 4/18 to a group of investors.  **E3. Select non-profit organization which will provide a real impact to society**  Teams should select non-profit organizations which will provide a real benefit to society. Categories of the selected non-profit should range as follows: 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**  Team should select non-profit organizations which aim to provide a benefit to the public or member-serving.  **E5. Select non-profit organization which will have a specific form by Jan 22, 2021 (i.e. charity, foundation,etc.)**  Teams should select non-profit organizations which will provide a real benefit to society. Categories of the selected non-profit should range as follows: 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**  Teams are required to develop a project plan which includes 12 documents as outlined in the requirements document. It is required that all existing templates and relevant information from online materials or textbooks be utilized.  **E7. Teams to develop project charter in line with primary requirement**  Teams are required to develop a project charter using existing templates. Project charter should include project objectives, deliverables, success criteria, risks and name of sponsor.  **E8. Teams to identify and list the project stakeholders for selected non-profit**  List of key stakeholders should be listed for selected projects. In addition, a stakeholder matrix should be developed to show the Power x Interest of each stakeholder. Each stakeholder should be identified as positive, negative or neutral.  **E10. Teams to develop a comprehensive list of requirements and map them according to Difficulty x Importance for non-profit project plan**  Teams should list all requirements by each stakeholder. Difficulty and Importance should be incorporated into the full list of requirements.  **E11. Teams to develop a scope statement for non-profit project plan**  Teams should develop a comprehensive scope statement for their selected project. Scope statement should be completed using the template provided in class. Key sections of the scope statement should include the following: 1) Detailed requirements by stakeholder (scope of product), 2) Detailed description of each work package from the WBS (scope of project) and how each work package will be delivered.  **E12. Teams to develop Work Breakdown Structure (WBS) for non-profit project plan**  Teams are required to develop a Work Breakdown Structure in a graphical form. Format and overall buildout of WBS should follow standards communicated in class or from past assignments.  **E13. Teams to create a WBS Schedule for non-profit project plan**  Teams are required to develop a WBS Schedule using any available tools (i.e. Microsoft project). Each work package should have a minimum of 2 activities. Estimate duration and predecessor are only required for activities.  **E14. Teams to Develop a cost estimate for non-profit project plan**  Teams are required to develop a cost estimate based on WBS created. Estimates of the number of hours to create each box of the WBS is needed. Cost estimate should only have labor (number of hours, number of people, cost per hour at $10/hour) and non-labor (fees, food, equipment, etc).  **E15. Teams to develop a communications plan for non-profit project plan**  Communication plan should outline what communication each stakeholder will want to receive about the project, when, how, etc. All stakeholders should be listed irrespective of the fact that no communication may be required.  **E16. Teams to create a risk probability/impact matrix for non-profit project plan**  Teams are required to develop a risk probability/impact matrix which should include a minimum of 10 prioritized risks. For each risk, make sure to include an Action Plan starting with one of the 4 responses (Mitigate, Eliminate, Transfer or Accept) and how you are doing this (except for Accept).    **E17. Teams to create and update an issue log for non-profit project plan**  Teams should develop an issues log highlighting all issues faced during the project and how they were resolved. It is recommended a template from class is used.  **E18. Teams to describe any change requests during non-profit project planning exercise**  Teams are required to develop a change requests document highlighting key changes from the Professor, team members, etc. Each change request should include the overall impact to the project.  **E19. Teams to describe the lessons learned during non-profit project planning exercise**  Teams should develop a lesson learned document utilizing the template shared in class. Lessons learned template should include items which the team should: 1) Start doing, 2) stop doing, 3) continue doing. Divide into the 5 process groups.     |  | | --- | | **F. Business Organizations:** |   **F1.** **Team to request around 10-20 additional staff to attend to the audience of the campaign.**  We will reach out to the local staffing agencies in New Jersey to get some trained staff besides the local volunteers.  **F2. Team to list 10 roles and responsibilities of the staff for the campaign.**  Each person in the staff should be able to address the questions, queries and concerns of at least 10-15 attendees at a time in the campaign.  **F3. Team to sign a 10 pages T&C agreement with staffing firm on wage rates and following all the safety protocols.**  Staffing Firm needs a detailed description of the duration of campaign, campaign operations, number of staff as well as their expertise required. We need to sign an agreement with the Staffing Firm related to pay rates, safety protocols, perks (if any) in addition to following the Terms & Conditions of the firm.  **F4. Team to inform the staff 24hr in advance about the change in location or time of campaign.**  Staffing Firm needs a prior intimation of any changes related to the campaign or requirements.  **F5. Team to request around 50 translators who can interact comfortably with the audience of the campaign.**  We will reach out to the local translation agencies in New Jersey as we need translators to communicate in the languages of the target audience.  F**6. Team to list 10 roles and responsibilities of the translators for the campaign.**  Each translator should be able to address the questions, queries and concerns of at least 10-15 attendees at a time in 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.**  Translation firm needs a detailed description of the duration of campaign, campaign operations, number of staff as well as the language expectations by the target audience. We need to sign an agreement with the translation firm related to pay rates, safety protocols, perks (if any) in addition to following the Terms & Conditions of the firm.  **F8: Team to inform translators 24hr in advance about the change in location or time of campaign.**  Translation Firm needs a prior intimation of any changes related to the campaign or requirements.  **F9. Insure 300 volunteers/employees working for the organisation**  The insurance company needs to know the count of people who will avail the insurance. The insurance company will have to cover the medical expenses for volunteers/employees working for the organisation. This will cover all illness including covid-19.  **F10. Cover 80% of accidental damage to the organisation equipments**  The organisation plans on using new technologies as the education sessions would be done in both online and offline mode. The insurance company needs to cover 80% of the accidental damage to any property used by the organisation while delivering the session or providing support to the people.  Construct marketing social media marketing campaign geared towards target audience    **F11. The social media campaign is required to drive 25% web traffic to the video for Team Valor to consider it successful.**  Construct marketing social media marketing campaign geared towards target audience  **F12. 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%**  **F16. 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%**  **F17. Zoom will be required to provide Team Valor with its services to enable Team valor to complete at least 50% of online video interactions.**  **F18. 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.**  **F19. 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.**  **F20. 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.**   |  | | --- | | **G. Investors/Fundraising:** |   **G1: Approximately 80% of the capital is required from Angel Investors to run the campaign.**  Since our covid vaccine awareness program is a non-profit campaign, we need Angel Investors to provide private early-stage capital to run the campaign.  **G2: Present a 100% detailed project proposal in order to convince angels.**  We are looking for altruistic angels who may be concerned about helping the community. The scale of operation through our campaign, the arrangements, the program itself, and the team should be enough to convince angels to invest.  **G3: 100% of funds requirements from Angels are in the form of Direct Deposit.**  We are looking for direct funds from angel investors required to organize the campaign. Since it is a not-for-profit campaign, we do not generate revenues from the audience.  **G4: Angels aim to get 100% ROI in form of community service.**  Our angel investors will get a goodwill return on investments in the form of a number of people who agree to get vaccinated by attending our program.  **G5: Team Valor must look 100% competent to run the campaign in order to get funding from Angel Investors.**  Angels should be convinced that the campaign is in the hands of observant, competent, and trustworthy people.  **G6: CCVAI project plan should look 100% convincing in order to get funding from Angel Investors.**  Angels should be convinced with the business plan of the campaign. Our business plan includes financial projections, detailed awareness plans, and specifics about a target market.  **G7: Angel Investors can spare 10-20% of their time to serve the community by getting involved in the campaign.**  Angel investors will have an opportunity to be actively involved in this philanthropic campaign and can run in-person workshops or share their experience. This additional commitment is a way to help them ensure a return on their investment, and a reminder that these angel investors are seeking their noble goal of contribution to society by supporting our campaign.  **G8: Plan to visit at least 3-5 NJ local non-profit organizations to seek grants.**  We are seeking grants from the New Jersey state government to organize the campaign in their city. As per our research, New Jersey is giving aid to a number of NJ businesses and nonprofits, along with business guidance, to help with COVID-19 relief and recovery.  **G9: Reach out to 2-3 COVID-19 relief organizations to seek grants.**  Nonprofit organizations serving New Jersey state through work with communities who are disproportionately impacted by COVID-19  **G10: Convince Grants Organizations with CCVAI project plan in order to get at least 10% of the funds.**  The New Jersey state government will need a comprehensive business plan to be able to give out grants for this campaign. We need to provide a detailed document of the scale of operation through our campaign, the arrangements, the program itself, and the team.  **G11: Provide 100% information on safety protocols and permissions obtained for the campaign to be eligible for grants.**  The New Jersey state government will review the budget, permissions and agreements related to the campaign.  **G12: COVID grants organizations should be 100% convinced about the COVID-related help to the community in order to be eligible for grants.**  The New Jersey state government will gauge how our campaign will be able to help minimize the impact on COVID in New Jersey state.  **G13: Proposal to show how 80% of risks are minimized and 100% safety protocols will be followed throughout the campaign.**  The New Jersey state government will strictly assess any risk measures as well as safety protocols related to the campaign   |  | | --- | | **H. Suppliers:** |   **H1. Provide vaccine education materials to potential customers in first half of 2021**  Share all available vaccine education materials to non-profit organizations during the first half of 2021. Materials should include research specific to vaccine effectiveness in underserved communities.  **H2. Secure partnership with non-profit organization in New Jersey in first half of 2021**  Identify non-profit organization(s) with capable resources and detailed goals aimed at serving underserved communities in New Jersey and sign partnership agreement by end of Q2 2021.  **H3. NJ Non-profit to provide total # of participants attending in person sessions or webinars related to COVID-19 vaccines quarterly**  All non-profit organizations should provide performance metrics of each program which includes # of participants utilizing materials shared.  **H4. Provide survey results demonstrating effectiveness of each in person training or webinar along with participant comments**  All non-profit organizations should develop surveys which track the overall effectiveness of all programs which are leveraging COVID-19 awareness materials. Survey results should demonstrate if participants are satisfied with information shared and general comments/questions.  **H5. Provide customer referral to pharmaceutical supplier for follow up or open questions**  All non-profit organizations should refer participants of COVID-19 awareness programs to supplier Website or hotline to address any follow up or open questions.   |  | | --- | | **I: Medical Organizations:** |   **I1. Organise fifty volunteers**  The Rutgers Medical Graduate students need a prior intimation if the organisation needs them as volunteers as they need to manage their schedule. The Rutgers Medical Graduate students can act as good volunteers as they have hands on medical experience. Since they are students, they need to manage their classes and exams or take exemption from the college faculty if they want to work as volunteers for the organisation.  **I2. Teach at least two sessions in a week**  The Rutgers Medical Graduate students should take a minimum of two sessions a week on the various decided topics which are going to be covered during the entire sessions. As they are working as volunteers, they need to complete certain training hours to get accredited.  **I3. Travel to five nearby areas to educate people**  The Rutgers Medical Graduate students can also help us publicise and educate people in their nearby vicinities. Thus to portray their volunteer work, they need to cover nearby areas to educate people.  **I4. Documents the hours worked as volunteers**  The volunteers have to log the work hours.  **I5. Provide 100% support to help organization**  The volunteers must provide 100% to work for the betterment of education people about the covid vaccine and for the success of the organisation.   |  | | --- | | **J. Target Audience:** |   **J1. To be provided with 100% accurate and scientifically researched data and facts**  All of the data and information provided to clients for training purposes and vaccination referrals must be accurate and well researched from reputed sources. Clients must not be bombarded with hearsay and other inaccurate facts and statistics.  **J2. All services provided will $0 - be free of charge**  Clients will not be charged any fees whatsoever for any of the services provided.  **J3. There should be 0% false advertisement of available services**  Clients should not be misled to believe that there are vaccination services onsite, medical evaluations, or any other type of services other than those advertised and authorized.  **J4. Data sharing policies must be 100% clearly stated within terms of service disclosure**  Clients should be made aware via disclosure statements that information gathered from this program may be shared with health authorities and vaccination manufacturers if formally requested. |
| **Scope of the Project:** (Detailed description of each and all deliverables of the project. Check the project life cycle and describe the deliverables from each phase according to the WBS structure.)   |  | | --- | | 1. **Requirements:** |   **1.1 Brainstorm**  We start with brainstorming or researching the requirements for the project. This will include the requirements for all the possible stakeholders. All the requirements will be noted down before they are filtered.  We also research all possible roadblocks or issues that we might face during the project. This would help us in calculating the time required to complete the project including any issue or obstacles.  **1.2 Discuss**  After the research is completed, a team meeting will be called. The meetings will be scheduled over a period of time depending on the availability of the team.  The team can discuss the research findings in the meeting and can provide their suggestions. The team members can also add new requirements or roadblocks that they think should be considered while working on the project.  **1.3 Decision**  After the series of meetings, the project manager should come up with a decision. The project manager should consider all the feedback from the team. The project manager can also consult the higher authority if needed. Finally, the project manager will then pick the the most relevant requirements  The project manager will also consider the roadblocks that are shortlisted during the discussion and can devise the timelines based on requirements. This timeline will be followed by the entire team to meet the project deadline.   |  | | --- | | 1. **Location:** |   **2.1 Research**  In this part, we list down all locations for various communities in Newyork city to create awareness about Covid-19 vaccine. The locations are shortlisted and prioritized based on the living conditions of certain communities in various locations. The object is to help uplift these communities and educate them about the vaccines that will help protect them from Covid-19  We can even ask the active organizations for any recommendations. These organizations can help us with finding some potential locations as they are familiar with the areas. This can help the team and save the time to research from scratch.  **2.2 Discussion**  After all the possible locations are identified, a team meeting will be called. The meetings will be scheduled over a period of time depending on the availability of the team.  The team can discuss the research findings in the meeting and can provide their suggestions. The team members can also suggest new locations which are near their vicinity and that they think should be considered while working on the project.  **2.3 Decision**  After the series of meetings, the project manager should come up with a decision. The project manager should consider all the feedback from the team. The project manager can also consult the higher authority if needed. Finally, the project manager will then pick the the most relevant locations that will help us educate the communities about the vaccines.   |  | | --- | | 1. **Angel investors funds:** |   **3.1 Research**  Here, we make a note of the angel investors that are ready to sponsor or grant funds to the teams initiative to create awareness about Covid-19 vaccine. We gather information about angel investors. This can help us to create a good business plan based on their areas of interest.  We also calculate the amount of funds we need to carry on with this initiative. This calculation will be based on various aspects such as the money required by various departments, money required for external expenditures etc. Thus we need to research the amount of money that will be needed along with areas of interest for the angel investors to create a good business plan.  **3.2 Pitch business plan**  After researching all possible areas of interests and money needed, we need to jot down points that would entice the angel investors to sponsor the initiative. A good presentation needs to be created with all the required information that needs to be presented.  The team should arrive on the scheduled time, dress formally and present it to the angel investors.  **3.3 Outcome**  After the presentation is over, the angel investors will come up with a decision. The team should consider all the feedback from the angel investors. The project manager can also put forward some improvements based on the suggestions from the angel investors. Finally, the angel investors will then decide to sponsor our initiative if they seem convinced by our presentation and our initiative. This outcome will decide the progress of the project.   |  | | --- | | 1. **Services:** |   **4.1 Education**  **4.1.1 Research**  In this part, we research on various topics that should be covered during the sessions that will be organised by our team. This will include researching on various vaccines that are available to the people in the country. We need to research all the topics such as vaccine productions, ingredients of the vaccine, efficiency of the vaccine and the side effects. This research should be done for all the vaccines such as Moderna, Pfizer and J&J.  After collecting the information, it needs to be consolidated in a tabular or some other form so that it would be easier to discuss.  **4.1.2 Discussion**  After gathering information on all possible vaccines and their advantages/disadvantages, a team meeting will be called. The meetings will be scheduled over a period of time depending on the availability of the team.  The team can discuss the research findings in the meeting and can provide their suggestions. The team members can also suggest new topics which are related to the vaccines and that they think should be considered while delivering courses in the project.  **4.1.3 Decision**  After the series of meetings, the project manager should come up with a decision. The project manager should consider all the feedback from the team. The project manager can also consult the higher authority if needed. Finally, the project manager will then pick the most relevant information about the available vaccines that will help us educate the communities about those.  **4.1.4 Preparation**  The team needs to research on the course options online/offline and platform. We need to find out all possible platforms to hold the sessions in both online and offline mode. The online mode includes checking out various tools such as zoom, google meet etc, that let you video call or have the sessions pre recorded and play in on a screen whereas the offline mode include researching on places to host the seminars. Schools, universities would be ideal choices to host the seminar as logistic requirements would reduce considerably.  Along with research for online and offline mode, the team also needs to research on the languages in which the course will be delivered. The communities can have people speaking different languages and the language barrier can be a major obstacle while delivering the course. Thus researching languages plays a vital role.  Once the research is completed, a team meeting must be organised. The team can confirm their free slots and work a time when everyone is available. In this meeting, the team will discuss the findings from the above research. The main agenda of the meeting would be to shortlist the platform or locations for online/offline mode and the languages in which the course will be delivered.  After the detailed discussion and feedback, the project manager will decide the platforms and languages for delivering education in online and offline mode.  **4.1.5 Team Hire**  After deciding the course mode and language, the team will have an idea of the professionals that would be needed to deliver this task. Thus the team will post job/volunteer openings on various job search engines for the selected profiles.  After receiving various resumes, the team will go through each and every resume. Then we will shortlist the candidates based on our requirements. This process will take a good amount of time as the resumes need to be shortlisted carefully.  Once the resumes are shortlisted, the team can proceed to call the candidates that have their resume shortlisted. The team will then take interviews on the scheduled time for each candidate.  The highlights of the interview will be noted.  After thorough discussion with the team members, the candidates will be hired.  **4.1.6 Implementation**  Once the funds are received, the team is hired and initial setup is completed, we can launch the initiative. We can then proceed with the registration process for the educational sessions. We can also start various other services such as vaccine appointment scheduling and continuous community support.  We need to launch technical and physical support for above services incase of any issues faced while setting the services live. A dedicated team would be responsible to handle any issues or downtimes faced during the implementation phase.  **4.2 Support**  **4.2.1 Vaccine appointments**  The team will provide the people in the identified communities to register for vaccination with his/her details in case the person asks for help.  Once the person has registered, the team will send reminders about their vaccine appointment at specific intervals.  The team will aslo track their vaccination status of the individual. This will help them keep a record of the people who got vaccinated and also if the vaccine requires two shots, they can help the person by sending reminders.  The team will also follow-up on their health condition after the vaccine doses. Thus the team can help the people in case anyone faces the side effects after vaccination.  **4.2.2 Community Support**  The team will provide email support to the people who need information regarding the vaccine. The person can ask any question on their mind regarding the vaccine information to the organisation's email address and the team will respond as much as they can with a viable solution to answer the person’s questions.  The team will also create an informational website for basic education and FAQ's. This can make it easier for the people to see the answers to the commonly asked questions and save their time.  For people who prefer a phone call or want to talk to the representative in person, the team will have a dedicated team for on call support and also allocate time slots for people who want to walk in following the safety measures.   |  | | --- | | 1. **Budget/Finance:** |   **5.1 Fundraiser**  Research available avenues to fund CCVAI project. Available options include angel investors, grants and/or personal contributions from friends, family or via social media. Post research, options will be discussed with team members followed by the outline of a business plan/proposal in order to raise funds.  **5.2 Budget allocation**  CCVAI team to calculate potential funds which may be secured for the launch of non-profit initiative. Analysis/research will review funds needed by various departments in the organization based on the proposed budget. Post analysis/research, meeting(s) will be organized with the finance team to discuss findings. It is further expected that a decision will be reached with board members post finance team review.   |  | | --- | | 1. **Marketing:** |   **6.1 Research**  Research various possible digital or online marketing firms and their costing based on budget.  Potential marketing outreach may include flyers, pamphlets or brochures in which a cost estimate is needed to align with budget requirements.  **6.2 Discussion**  Post research/analysis, CCVAI team will discuss potential marketing options which will be followed by further research in line with suggestions from team members.  **6.3 Digital/Physical Marketing Firm hire**  A digital/physical marketing firm will be selected following further team feedback/discussion which will be secured by a formal contractual agreement.   |  | | --- | | 1. **Course registration prerequisites:** |   **7.1 Research**  We need to research the class size and safety requirements required to organize the course as that should be the major concern for us.  We also need to research on the days to schedule the online and offline courses depending on the availability of students and staff.  Finally, we need to research all the logistical requirements for the courses in both modes. This could include everything from projectors and everything.  **7.2 Discussion**  After all the possible options are identified, a team meeting will be called. The meetings will be scheduled over a period of time depending on the availability of the team.  The team can discuss the research findings in the meeting and can provide their suggestions. The team members can also suggest changes which they think should be considered while working on the project.  **7.3 Decision**  After the series of meetings, the project manager should come up with a decision. The project manager should consider all the feedback from the team. The project manager can also consult the higher authority if needed. Finally, the project manager will then pick the the most the class size, days and logistic requirements needed educate the communities about the vaccines.   |  | | --- | | 1. **Site Set up:** |   **8.1 Resource allocation**  Categorize resources based on experience and initiative need across NJ target boroughs  An important element of the CCVAI site set-up will be resources.  **8.2 Schedule**  Our team will develop a list of all available resources which will be categorized by experience and initiative needed across NJ target boroughs.  In order to develop a schedule, a list of all key tasks across NY target boroughs will be consolidated and resources will be assigned to key tasks.  **8.3 Ensure safety measures**  As volunteers and team members will meet in person, Center for Disease Control COVID-19 guidelines will be reviewed. A safety plan for office staff and in-person educational seminars will be developed and formally rolled out. |
| **Project Assumptions**:   * There is a need for vaccine education in underserved communities * High turnout for target audience * Our program will result in higher vaccine rates * We will be on budget * We will secure full buy from angel investors * We will receive 100% of grants we apply for * Professor will like our Project proposal * We will finish the Project on time * We will be fully staffed on time |
| **Project Constraints:**   * Time * Budget * Lack of funding * Lack participation * Legal action |
| **Out of Scope**: *(Describe what is out of the scope of the Project and Product)*   * Vaccinating People * Providing health services * Providing Transportation * Compensation for patients\volunteers * Post vaccination side effects/care * Child Care |