



Project Management Group Assignment

American Parks & Trails

Project Plan

Presented by: PACE + One

May 6, 2020



Core Project Team

PACE + One



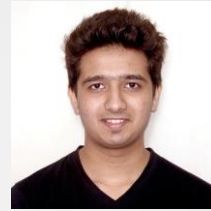
Aakash Patel



Chandan Hs



Ehren Wainwright



Parth Hingu



Priyanshi Bajpai



Yash Bajaj

American Trails Project Charter

Project Charter

Project Title Start Date, Finish Date	American Parks & Trails 01/29/2020, 05/06/2020
Budget	\$110,000
Project Manager	Name: Yash M Bajaj Responsibilities: Coordinating work of each sub-team and individual ensuring that a standardized pattern of work is maintained to avoid ambiguity. Authorities: Resolve team conflicts without affecting performance.
Project Objectives	Devise a project plan to create a non-profit organization (NPO) from inception to operation for the repair & improving the Palisade trail supporting recreation, to be presented before the panel on May 6 th , 2020.
Deliverables	Submit the project plan, required documents & PowerPoint presentation by 5pm on May 6 th , 2020 to Professor Leon Herszon.
Success Criteria:	The project will be fully successful if the fund is approved by the panelists and the project is selected to be the best project in the class.
Risk	Project member(s) falling ill due to flu or the current Covid-19 pandemic
Sponsor	John Smith.

Business Case/Justification

American Parks & Trails Non Profit Organization

Project Title	American Parks & Trails
Project Manager	Yash M Bajaj
Scope	The scope of the project is to provide high quality and timely maintenance for Palisades State Park located in the state of New Jersey. The purpose of this plan is to preserve and expand the trails and trails system of Palisades State Park. The plan is comprehensive in scope and assesses a broad range of needs, desires, topics, and issues from the standpoint of both trail users and trail providers.
Current Scenario	Currently the trail is being maintained by volunteers. We as a non -profit organization would like to support Palisades State Park and work on improving existing Trails.
Operation	Palisades is a well established trail but would require little capital development to enhance its current trail system by repairing treadway damage along the trail, clearing encroaching vegetation, creation of bike lanes, signage, and providing regular maintenance etc.

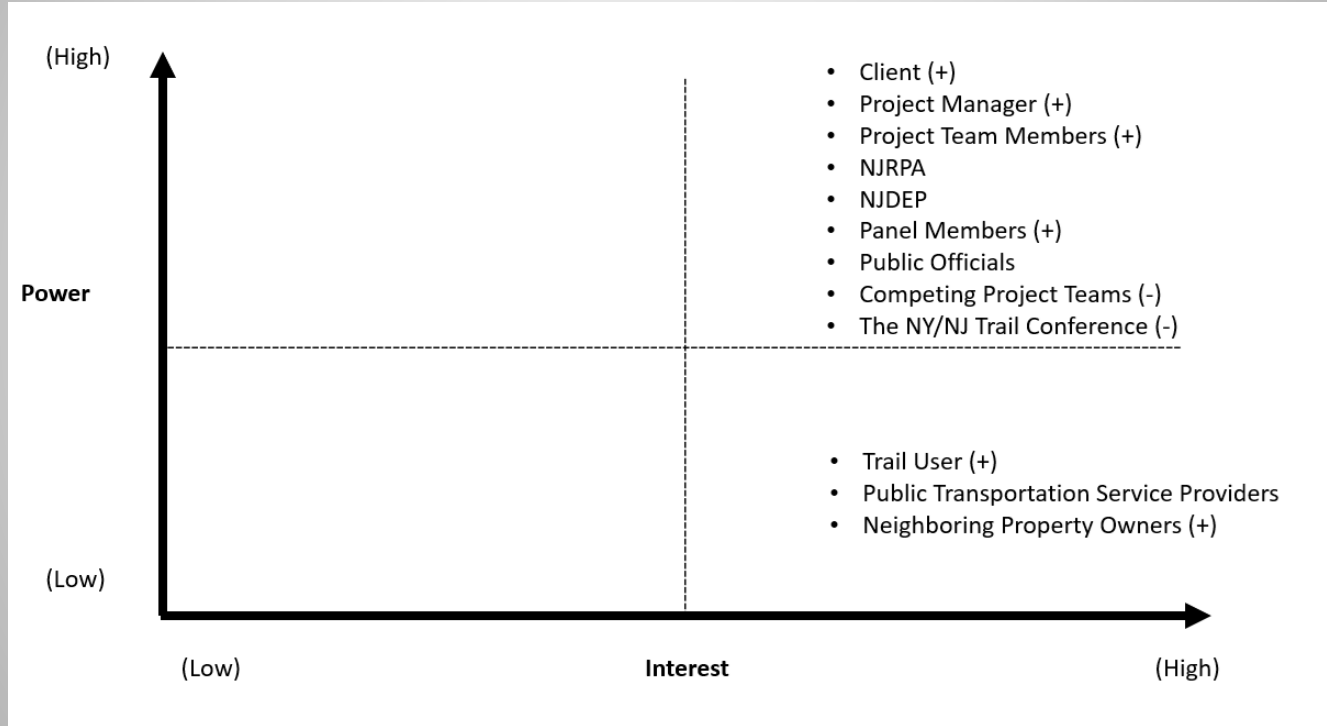
American Trails Project Stakeholders

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1. Client (Professor Leon Herszon)
2. Project Manager
3. Project Team Members
4. New Jersey Recreation and Park Association (NJRPA)
5. New Jersey Department Environmental Protection (NJDEP)
6. Trail User
7. Public Transportation Service Providers
8. Panel Members
9. Neighboring Property Owners
10. Public Officials
11. Competing Project Teams
12. The New York- New Jersey Trail Conference

Stakeholder Matrix

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American Trails Stakeholder Requirements

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D. New Jersey Recreation and Park Association (NJRPA)

D1: Entry by Permit

D3: Project Work Plan shall be reviewed and approved by the Recreation Department

D6: Multi Language translation material

E. New Jersey Department of Environmental Protection (NJDEP)

E3: Identify the Trail Type, Trail Class, Managed Use, Designed Use, Design Parameters

E6: The policies of the Technical Advisory group aligns with the project plan

E7: Identify and track endangered and rare plant populations and rare and unique ecological communities

I. Property Owners and Neighbors Requirement

I1: Privacy of landowners and adjacent neighbors from trespassing by trail users

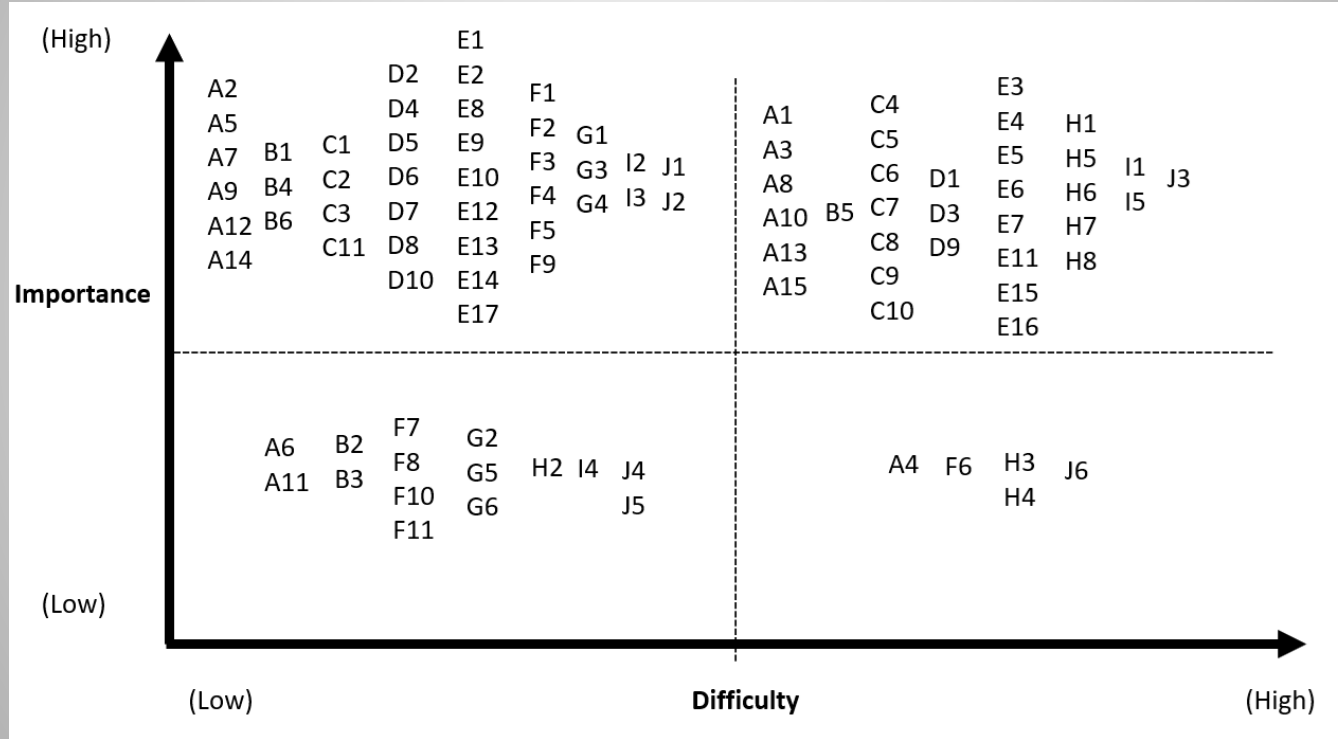
I2: Develop operations and management plan

I3: Post signs for unauthorized access

I5: Trail Managers should develop and implement an emergency plan

Requirement Matrix

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American Trails Project Scope Statement

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Objectives	Outline project proposal to start-up our NPO, American Trails
Workdays	77 workdays
Timeline	Begins: January 21, 2020 Ends: May 6, 2020
Estimated Start-Up Budget	Approximately \$110,000

American Trails Project Scope Statement

Project Product One: Work Breakdown Structure (WBS)

Stakeholder	Client, Project Manager, Project Team, Project Sponsors
Purpose	Develop a WBS for the project with required graphical representation.
Associated Deliverables	Graphical WBS, and WBS Dictionary
Format and Extent	Use the open source tools presented in class (boxes or mind mapping). The WBS will be prepared using the format template provided in class and submitted via email before the deadline on May 6, 2020.
Product Owner	Aakash & Ehren
Reviewer	PACE+One
Approver	Yash

American Trails Project Scope Statement

Project Product Two: Project Schedule (Gantt Chart)

Stakeholder	Client, Project Manager, Project Team, Project Sponsors
Purpose	Use the WBS to create a schedule breaking down each work package into at least 2 activities.
Associated Deliverables	Gantt Chart
Format and Extent	Use any scheduling tool available to the team (i.e., Microsoft Project). The project schedule will be prepared using the format template provided in class and submitted via email before the deadline on May 6, 2020.
Product Owner	Aakash & Ehren
Reviewer	PACE+One
Approver	Yash

American Trails Project Scope Statement

Project Product Three: Cost Estimate

Stakeholder	Client, Project Sponsors
Purpose	Develop a cost estimate for each of the work package deliverables in the WBS.
Associated Deliverables	Cost Estimate
Format and Extent	Use any spreadsheet tool available to the team (i.e., Microsoft Excel). The cost estimate will be prepared using the format template provided in class and submitted via email before the deadline on May 6, 2020.
Product Owner	Aakash & Ehren
Reviewer	PACE+One
Approver	Yash

American Trails Project Scope Statement

Scope of Project One: Maintenance Requirements

Project Phase	Research Phase
Purpose	The purpose is to review maintenance requirements of every park & trail on long list. Additionally, project team members will consult New Jersey Recreation & Parks Association (NJRPA) and clarify maintenance requirements that require clarification.
Approach/Technique Used	Outline maintenance requirements for every park & trail on long list. Consult NJRPA and clarify maintenance requirements as described in the communication plan.
Number of People Involved	Estimate eight people; including five project team members, one project manager, and two designated NJRPA volunteers.
Equipment/Material Needed	Virtual work tools including laptop computers, Wi-Fi, and cellular phone. Additionally Post-It Notes, and Sharpie Markers.
Reviewer	PACE+One
Approver	Yash

American Trails Project Scope Statement

Scope of Project Two: Hardware/Software License Agreements

Project Phase	Resource Phase
Purpose	The purpose is to outline hardware/software license agreement requirements. Additionally, a short list of vendors will be prepared, and a final vendor will be selected.
Approach/Technique Used	Outline hardware/software license agreement requirements. Prepare short list of hardware/software vendors. Select hardware/software vendor.
Number of People Involved	Estimate six people; including five project team members and one project manager.
Equipment/Material Needed	Virtual work tools including laptop computers, Wi-Fi, Web-Ex, Microsoft Office Suite, Microsoft Project, and cellular phone
Reviewer	PACE+One
Approver	Yash

American Trails Project Scope Statement

Scope of Project Three: Operational Costs/Donors

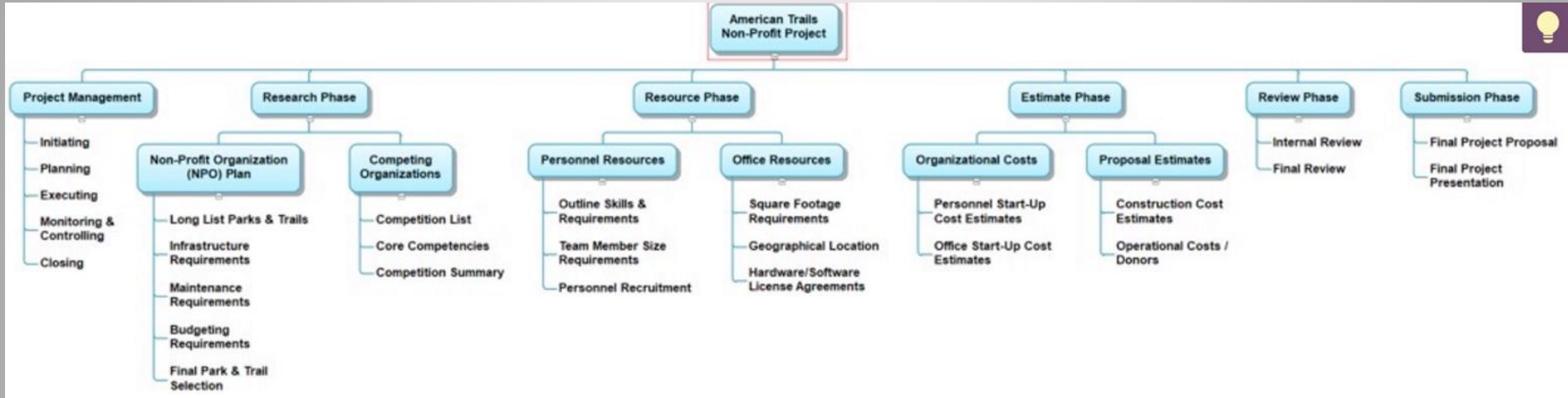
Project Phase	Estimate Phase
Purpose	The purpose is to estimate monthly operational costs as part of our final proposal to donors. Additionally, we will outline a method for donors to submit timely and secure operational cost payments.
Approach/Technique Used	Estimate total monthly operational costs. Outline method for timely and secure payment from donors.
Number of People Involved	Estimate six people; including the five project team members and one project manager.
Equipment/Material Needed	Virtual work tools including laptop computers, Wi-Fi, Web-Ex, Microsoft Office Suite, Microsoft Project, and cellular phone
Reviewer	PACE+One
Approver	Yash

American Trails Project Scope Statement

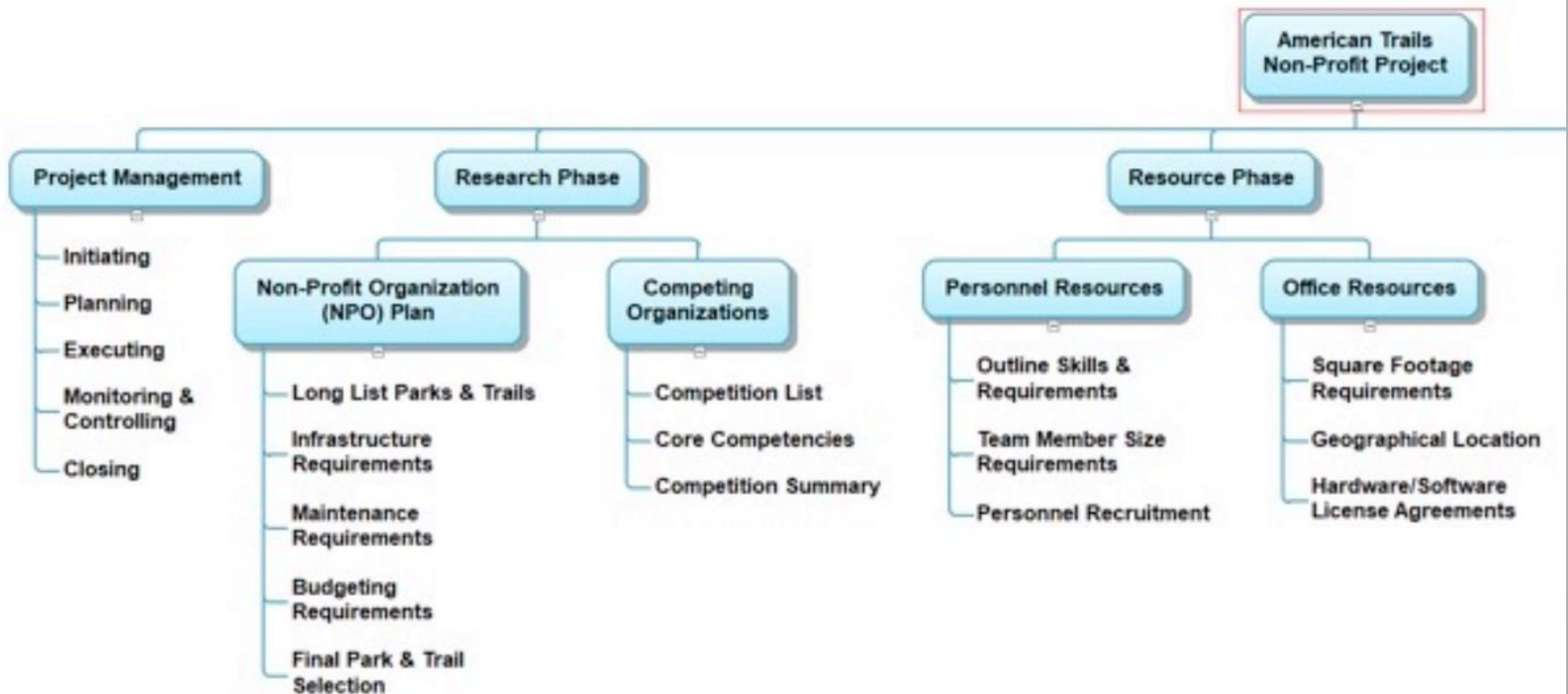
Out of Scope: Submission of Permits or Township Approvals

Stakeholder	All
Definition	The project proposal will not include permits or township approvals.
Rationale	Final project proposal includes all 13 deliverables and submission of permits or township approvals is out of scope of American Trail Non-Profit Project
Reviewer	PACE+One
Approver	Yash

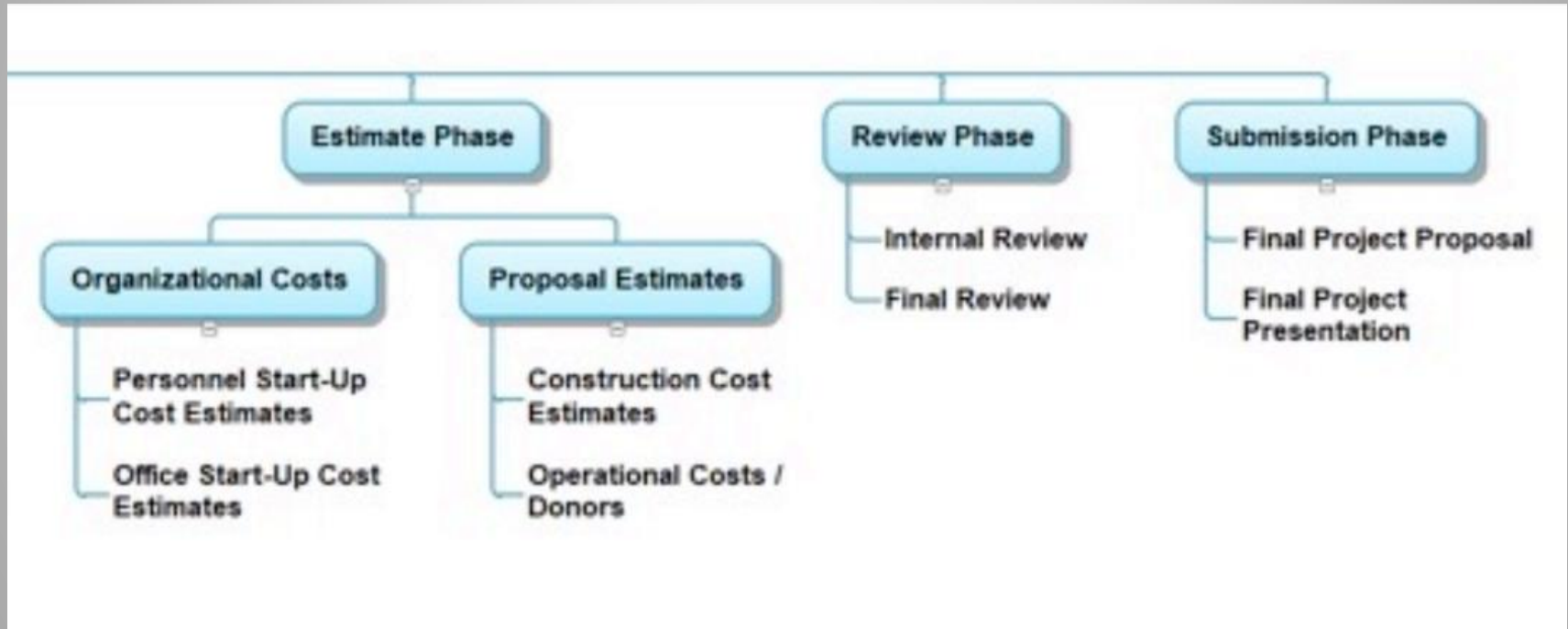
WBS- Part I



WBS- Part II



WBS- Part III

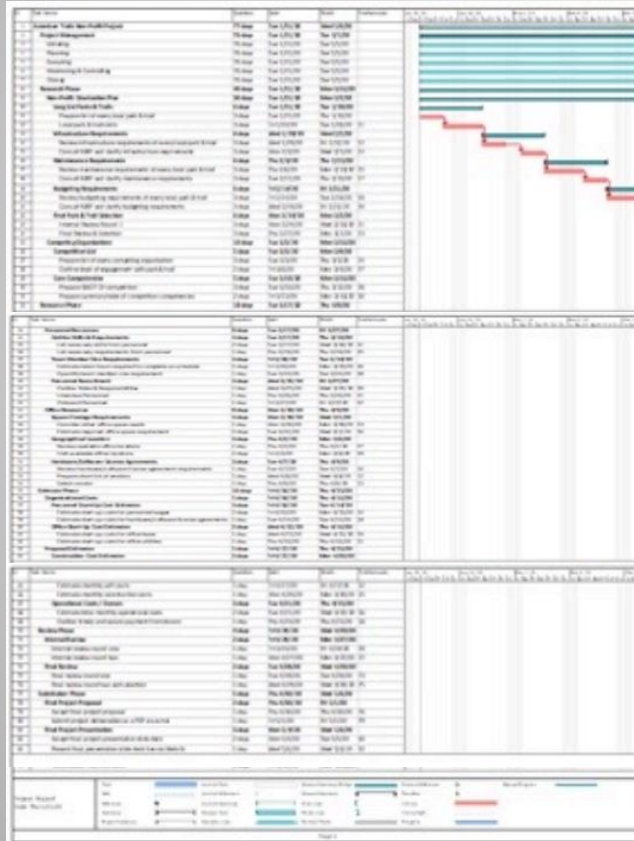


WBS Dictionary

WBS Dictionary		
WBS ID	WBS Element	Description
1	Project Management	
1.1	Initiating	Refers to initiating each tasks of the project
1.2	Planning	Refers to planning each tasks of the project
1.3	Executing	Refers to executing each tasks of the project
1.4	Monitoring & Controlling	Refers to monitoring and controlling each tasks of the project
1.5	Closing	Refers to closing each tasks of the project
2	Research Phase	
2.1	Non- Profit Organization (NPO) Plan	
2.1.1	Long List Parks & Trails	Create a list of Parks & Trails in New Jersey
2.1.2	Infrastructure Requirements	Create a list of Parks/Trail infrastructure improvements
2.1.3	Maintenance Requirements	Create a list of Parks/Trail Maintenance improvements
2.1.4	Budgeting Requirements	Create a budget for each Park/Trail improvement work
2.1.5	Final Park & Trail Selection	Finalize on one Park/Trail in NJ for the proposal plan
2.2	Competing Organizations	
2.2.1	Competition List	Create a list of NFP Organization that do similar work
2.2.2	Core Competencies	Create a list of each NFP Organization's past projects and work background
2.2.3	Competition Summary	Create a comparison chart with all similar NFP Organization
3	Resource Phase	
3.1	Personnel Resources	
3.1.1	Outline Skills & Requirements	Decide on the skills and requirements needed from team members
3.1.2	Team Member Size Requirements	Decide on the number of team members for this organization

WBS Dictionary		
WBS ID	WBS Element	Description
3.1.3	Personnel Recruitment	Interview & selection of multiple candidates for the position
3.2	Office Resources	
3.2.1	Square Footage Requirements	Define required square footage of office space
3.2.2	Geographical Location	List potential office locations in NJ
3.2.3	Hardware/Software License Agreements	List required hardware and software license needed for the organization
4	Estimate Phase	
4.1	Organizational Costs	
4.1.1	Personnel Start-Up Cost Estimates	List personnel and hardware/software license cost for the organization
4.1.2	Office Start-Up Cost Estimates	List office lease and utilities cost breakdown for the organization
4.2	Proposal Estimates	
4.2.1	Construction Cost Estimates	Create a list of soft costs and construction cost for the proposal plan
4.2.2	Operational Costs/Donors	Create a list of operation cost for the organization and it's donors
5	Review Phase	
5.1	Internal Review	First & Second round of review on all elements of the proposal plan internally with the team
5.2	Final Review	Final decision on all elements of the proposal plan
6	Submission Phase	
6.1	Final Project Proposal	Finalize all project deliverables and send PDF via e-mail
6.2	Final Project Presentation	Create powerpoint slides with project proposal and present

WBS Schedule- Microsoft Project



WBS Schedule

ID	Task Name	Duration	Start	Finish	Predecessors
1	American Trails Non-Profit Project	77 days	Tue 1/21/20	Wed 5/6/20	
2	Project Management	76 days	Tue 1/21/20	Tue 5/5/20	
3	Initiating	76 days	Tue 1/21/20	Tue 5/5/20	
4	Planning	76 days	Tue 1/21/20	Tue 5/5/20	
5	Executing	76 days	Tue 1/21/20	Tue 5/5/20	
6	Monitoring & Controlling	76 days	Tue 1/21/20	Tue 5/5/20	
7	Closing	76 days	Tue 1/21/20	Tue 5/5/20	
8	Research Phase	40 days	Tue 1/21/20	Mon 3/16/20	
9	Non-Profit Organization Plan	30 days	Tue 1/21/20	Mon 3/2/20	
10	Long List Parks & Trails	6 days	Tue 1/21/20	Tue 1/28/20	
11	Prepare list of every local park & trail	3 days	Tue 1/21/20	Thu 1/23/20	
12	Local park & trail visits	3 days	Fri 1/24/20	Tue 1/28/20	11
13	Infrastructure Requirements	6 days	Wed 1/29/20	Wed 2/5/20	
14	Review infrastructure requirements of every local park & trail	3 days	Wed 1/29/20	Fri 1/31/20	12
15	Consult NJRP and clarify infrastructure requirements	3 days	Mon 2/3/20	Wed 2/5/20	14
16	Maintenance Requirements	6 days	Thu 2/6/20	Thu 2/13/20	
17	Review maintenance requirements of every local park & trail	3 days	Thu 2/6/20	Mon 2/10/20	15
18	Consult NJRP and clarify maintenance requirements	3 days	Tue 2/11/20	Thu 2/13/20	17
19	Budgeting Requirements	6 days	Fri 2/14/20	Fri 2/21/20	
20	Review budgeting requirements of every local park & trail	3 days	Fri 2/14/20	Tue 2/18/20	18
21	Consult NJRP and clarify budgeting requirements	3 days	Wed 2/19/20	Fri 2/21/20	20
22	Final Park & Trail Selection	6 days	Mon 2/24/20	Mon 3/2/20	
23	Internal Review Round 1	3 days	Mon 2/24/20	Wed 2/26/20	21
24	Final Review & Selection	3 days	Tue 2/27/20	Mon 3/2/20	23
25	Competing Organizations	10 days	Tue 3/3/20	Mon 3/16/20	
26	Competition List	5 days	Tue 3/3/20	Mon 3/9/20	
27	Prepare list of every competing organization	3 days	Tue 3/3/20	Thu 3/5/20	24
28	Outline level of engagement with park & trail	2 days	Fri 3/6/20	Mon 3/9/20	27
29	Core Competencies	5 days	Tue 3/10/20	Mon 3/16/20	
30	Prepare SWOT of competition	3 days	Tue 3/10/20	Thu 3/12/20	28
31	Prepare summary table of competition competencies	2 days	Fri 3/13/20	Mon 3/16/20	30
32	Resource Phase	18 days	Tue 3/17/20	Thu 4/9/20	
33	Personnel Resources	9 days	Tue 3/17/20	Fri 3/27/20	
34	Outline Skills & Requirements	3 days	Tue 3/17/20	Thu 3/19/20	
35	List necessary skills from personnel	2 days	Tue 3/17/20	Wed 3/18/20	31
36	List necessary requirements from personnel	1 day	Thu 3/19/20	Thu 3/19/20	35
37	Team Member Size Requirements	3 days	Fri 3/20/20	Tue 3/24/20	
38	Estimate labor hours required to complete on schedule	2 days	Fri 3/20/20	Mon 3/23/20	36
39	Quantify team member size requirement	1 day	Tue 3/24/20	Tue 3/24/20	38
40	Personnel Recruitment	3 days	Wed 3/25/20	Fri 3/27/20	
41	Outline Roles & Responsibilities	1 day	Wed 3/25/20	Wed 3/25/20	39
42	Interview Personnel	1 day	Thu 3/26/20	Thu 3/26/20	41

ID	Task Name	Duration	Start	Finish	Predecessors
43	Onboard Personnel	1 day	Fri 3/27/20	Fri 3/27/20	42
44	Office Resources	9 days	Mon 3/30/20	Thu 4/9/20	
45	Square Footage Requirements	3 days	Mon 3/30/20	Wed 4/1/20	
46	Consider other office space needs	1 day	Mon 3/30/20	Mon 3/30/20	43
47	Estimate required office space requirement	2 days	Tue 3/31/20	Wed 4/1/20	46
48	Geographical Location	3 days	Thu 4/2/20	Mon 4/6/20	
49	Review available office locations	1 day	Thu 4/2/20	Thu 4/2/20	47
50	Visit available office locations	2 days	Fri 4/3/20	Mon 4/6/20	49
51	Hardware/Software License Agreements	3 days	Tue 4/7/20	Thu 4/9/20	
52	Review hardware/software license agreement requirements	1 day	Tue 4/7/20	Tue 4/7/20	50
53	Prepare short list of vendors	1 day	Wed 4/8/20	Wed 4/8/20	52
54	Select vendor	1 day	Thu 4/9/20	Thu 4/9/20	53
55	Estimate Phase	10 days	Fri 4/10/20	Thu 4/23/20	
56	Organizational Costs	5 days	Fri 4/10/20	Thu 4/16/20	
57	Personnel Start-Up Cost Estimates	3 days	Fri 4/10/20	Tue 4/14/20	
58	Estimate start-up costs for personnel wages	2 days	Fri 4/10/20	Mon 4/13/20	54
59	Estimate start-up costs for hardware/software license agreements	1 day	Tue 4/14/20	Tue 4/14/20	58
60	Office Start-Up Cost Estimates	2 days	Wed 4/15/20	Thu 4/16/20	
61	Estimate start-up costs for office lease	1 day	Wed 4/15/20	Wed 4/15/20	59
62	Estimate start-up costs for office utilities	1 day	Thu 4/16/20	Thu 4/16/20	61
63	Proposal Estimates	5 days	Fri 4/17/20	Thu 4/23/20	
64	Construction Cost Estimates	2 days	Fri 4/17/20	Mon 4/20/20	
65	Estimate monthly soft costs	1 day	Fri 4/17/20	Fri 4/17/20	62
66	Estimate monthly construction costs	1 day	Mon 4/20/20	Mon 4/20/20	65
67	Operational Costs / Donors	3 days	Tue 4/21/20	Thu 4/23/20	
68	Estimate total monthly operational costs	2 days	Tue 4/21/20	Wed 4/22/20	66
69	Outline timely and secure payment from donors	1 day	Thu 4/23/20	Thu 4/23/20	68
70	Review Phase	4 days	Fri 4/24/20	Wed 4/29/20	
71	Internal Review	2 days	Fri 4/24/20	Mon 4/27/20	
72	Internal review round one	1 day	Fri 4/24/20	Fri 4/24/20	69
73	Internal review round two	1 day	Mon 4/27/20	Mon 4/27/20	72
74	Final Review	2 days	Tue 4/28/20	Wed 4/29/20	
75	Final review round one	1 day	Tue 4/28/20	Tue 4/28/20	73
76	Final review round two and selection	1 day	Wed 4/29/20	Wed 4/29/20	75
77	Submission Phase	5 days	Thu 4/30/20	Wed 5/6/20	
78	Final Project Proposal	2 days	Thu 4/30/20	Fri 5/1/20	
79	Accept final project proposal	1 day	Thu 4/30/20	Thu 4/30/20	76
80	Submit project deliverables as a PDF via e-mail	1 day	Fri 5/1/20	Fri 5/1/20	79
81	Final Project Presentation	3 days	Mon 5/4/20	Wed 5/6/20	
82	Accept final project presentation slide deck	2 days	Mon 5/4/20	Tue 5/5/20	80
83	Present final presentation slide deck live via WebEx	1 day	Wed 5/6/20	Wed 5/6/20	82

Cost Estimates

WBS Cost- 77 Days				
Title	Rate/hr	hr/day	days	Total
Project Manager	\$20	8	77	\$12,320
Team Member 1	\$15	8	77	\$9,240
Team Member 2	\$15	8	77	\$9,240
Team Member 3	\$15	8	77	\$9,240
Team Member 4	\$15	8	77	\$9,240
Team Member 5	\$15	8	77	\$9,240
Non- Labor (Hardware/Software, Food, Supplies, etc.)				\$50,000
				\$108,520

Construction Cost	
Description	Lump Cost
Soft Cost	\$175,000
Contractor	\$500,000
Designer	\$60,000
Permits	\$20,000
Infrastructure/Civil- Site	\$1,000,000
Total	\$1,755,000

Communication Plan

Stakeholder	What	When	How	Who	Where
Client (Prof. Leon Herszon)	Responding to queries	In-lecture	E-mail	Project Manager & team	Online
Panel Members	Convince to Sponsor the project	Final presentation	Webex	Project Manager & team	Online
NJ Department Environmental Protection	Coordinate trail system planning	Monthly during the planning process	Meeting	Project Manager	NJDEP office
Public Officials	Review planned process for appropriate development	Monthly until project completion	Meeting	Project Manager	Officials office
New Jersey Recreation and Park Association	Advocate sound policy and stewardship	Weekly	Webex	Project team members	Online
Neighboring Property Owners	Explore opportunities to improve access to the trail system	Monthly	In-person meeting	Project team member	Neighbors place or online

Communication Plan

Stakeholder	What	When	How	Who	Where
Project Manager (Yash Bajaj)	Coordinate entire project	Weekly until the final presentation	Video conference	Team members	Online
Public Transportation Service Providers	Plan public transportation	Monthly	E-mails	Team member	Online
Trail User	Collect input for improvement	Bi-weekly	E-mail	Team member	Online
Competing project teams	Compare progress with other teams	After completing every milestone	SWOT analysis	Team members	Online
The New-York New Jersey Trail Conference	Build, maintain, and protect trails	Once a month	Video conference	Project Manager	Online
Project Manager (Yash Bajaj)	Coordinate entire project	Weekly until the final presentation	Video conference	Team members	Online

Risk Management Plan

Risks:

- 001.** Performance risk, the risk that a project team member is not completing the tasks given on time, making the project milestones not getting completed on time.
- 002.** Project member(s) falling ill due to flu or the current Covid-19 pandemic will be a risk with a very major impact, risking the health of the team member and making him/her incapable of working on the project.
- 003.** Losing important documents is a risk which might arise due to irresponsibility or poor management and will result in waste of time and effort.
- 004.** Project cancelled due to unforeseen circumstances.
- 005.** Schedule risk, the risk that activities will take longer than expected.
- 006.** Risk of conflicts: The risk of project members having disagreements and/or conflicts which will affect the performance of the project.
- 007.** Risk of requirements getting changed.
- 008.** Project assumptions, the potential of project assumptions getting invalidated.
- 009.** Infrastructural risk, Risk of power shut down during project presentation.
- 010.** Dependency risk, a task that is precondition to a large number of activities might be considered a risk.

Risk Matrix

Risk ID	Probability (1-5)	Impact (1-5)	Severity (P*I)	Action Plan	Contingency Plan
001	3	4	12	Reduce the risk by motivating and monitoring the team members	Multitask to complete the milestones missed
002	4	3	12	Reduce the risk by social distancing	Assign work to other project team members
003	2	4	8	Reduce the risk by keeping an extra copy of all the documents	Redo all the Documents that are lost
004	1	5	5	Accept risk	
005	3	4	12	Reduce the risk by discussing the schedule with project team members	Start multitasking to finish the tasks on time
006	4	3	12	Reduce risk by taking a consensus on each phase.	Authorizing Project Manager to resolve conflicts & disagreements
007	4	3	12	Reduce risk by reviewing the requirements with stakeholders	Redo the work according to the new requirements
008	3	2	6	Reduce risk by having few or no assumptions	
009	3	2	6	Reduce the risk by having an infrastructural backup	Ask permission to do the presentation again
010	3	2	6	Accept Risk	

Issue Log

Issue	How it could have been prevented?	How to address this issue?
Conflicts within team or stakeholders	Formulating robust communication plan	Identify needs of client accurately
Missing milestone deadlines	Set prioritized goals	Restructure the project plan
Wrong estimation of time and budget	Arrive at reasonable estimates	Bottom-up budgeting approach
Pandemic (COVID-19)	Remote Work Must Happen	Virtual teams in place
False interpretation of project requirements	Studying and discussing the requirements with team members	Get clarification from the client

Change Requests

Title of Change Request	Addition of WBS dictionary
Project Name	American Parks and Trails
Date of Request Submitted	3/4/2020
Change Order Number	CR#001
Change submitted by	Client (Professor Leon Herszon)
Change category	Scope
Description of change requested	Request was submitted to change the scope of the product to include a WBS dictionary. The WBS dictionary will define every WBS element.
Events that made this change necessary or desirable	Defining the WBS elements will aid the client (Professor Leon Herszon) with interpreting the WBS.
Justification for the change	In accordance with revised client requirements.
Impact of the proposed change on	Scope
Staffing	One team member will work on creating the WBS Dictionary from WBS.
Risk	Low risk of this change complicating the project.
Required Approvals	Project Manager (Yash Bajaj)
Title of Change Request	Submission date of deliverables moved to May 6, 2020
Project Name	American Parks and Trails
Date of Request Submitted	3/21/2020
Change Order Number	CR#002
Change submitted by	Client (Professor Leon Herszon)
Change category	Schedule
Description of change requested	Request was submitted to change the submission date of deliverables to May 6, 2020. This is an extension of the submission date based on the environmental changes and the needs of the client (Professor Leon Herszon).
Events that made this change necessary or desirable	The change is a result of the COVID-19 pandemic.
Justification for the change	To respond to the changing project requirements and satisfy the client.
Impact of the proposed change on	Schedule
Staffing	All team members will submit the final deliverables before the deadline on May 6, 2020. Additionally, all team members will be at the final presentation on May 6, 2020 via WebEx.
Risk	Medium/High risk of this change complicating the final presentation via WebEx. The risk is increased due to the unforeseen technical glitches.
Required Approvals	Project Manager (Yash Bajaj)
Title of Change Request	Method by which project deliverables are submitted is now via email
Project Name	American Parks and Trails
Date of Request Submitted	3/21/2020
Change Order Number	CR#003
Change submitted by	Client (Professor Leon Herszon)
Change category	Scope
Description of change requested	Request was submitted to change the method by which project deliverables would be submitted. All project deliverables will be saved in PDF format and submitted via e-mail as outlined in the updated Group Assignment v2.0. These changes are necessary based on the environmental changes and the needs of the client (Professor Leon Herszon).
Events that made this change necessary or desirable	The change is the result of COVID-19 pandemic.
Justification for the change	To respond to the changing project requirements and satisfy the client.
Impact of the proposed change on	Schedule/Submission of Project Deliverables
Staffing	All team members will submit the final deliverables in accordance with the changes outlined in the updated Group Assignment v2.0.
Risk	Low risk of this change complicating the project.
Required Approvals	Project Manager (Yash Bajaj)

Change Requests

Title of Change Request	Submission date of deliverables moved to May 6, 2020
Project Name	American Parks and Trails
Date of Request Submitted	3/21/2020
Change Order Number	CR#002
Change submitted by	Client (Professor Leon Herszon)
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Risk	Medium/High risk of this change complicating the final presentation via WebEx. The risk is increased due to the unforeseen technical glitches
Required Approvals	Project Manager(Yash Bajaj)

Lessons Learned

Area	Start Doing	Stop Doing	Continue Doing
Initiating			Appoint Team Member's responsibilities
Planning	Schedule set conference calls to check up on work status	Don't be late to scheduled conference calls	Allocate responsibilities to team members
Executing	Create checkpoint for tasks	Do not create unachievable deadlines	Communication with stakeholders (client) for any change in scope of work or deliverables
Monitoring & Controlling	Ensure tasks are within schedule	Document all communications and changes	
Closing	Review strengths/weaknesses of the project	Do not have verbal agreements or change orders; document everything	Compile all information and communication documents into one package to distribute

Thank You!

-PACE+ONE