

## **Project Idea: Citywide Book Donation and Reading Hubs**

### **1. Project Overview:**

- Objective: Establish small hubs across the city where people can donate old books, and readers can borrow or read books on-site and return them after reading.
- Duration: 4 months
- Budget: PKR 300,000
- Deliverables: Functional book hubs, project documentation, and operational guidelines

### **2. Planning Phase:**

- Define project scope and objectives
- Research suitable locations and community needs
- Create a detailed project plan with timelines and milestones
- Develop budget estimates and resource allocation

### **3. Team Collaboration:**

- Assign team roles: Project Manager, Location Coordinator, Designer, Logistics Officer, Marketing Officer
- Use collaboration tools like Trello or Asana to track tasks
- Conduct weekly progress meetings
- Share progress reports and updates through Google Workspace

### **4. Risk Management:**

- Identify potential risks: Vandalism, low participation, book theft
- Develop risk mitigation strategies
- Regularly monitor risks and update the risk register
- Have contingency plans for book replenishment

### **5. Procurement & Resource Management:**

- Identify required materials such as bookshelves, seating, and signage
- Source materials from reliable suppliers
- Negotiate costs and delivery timelines
- Manage inventory through a tracking system

### **6. Design & Setup:**

- Create 3D models or sketches of the hub layout
- Finalize hub design, including seating areas and book storage
- Collaborate with the design team for aesthetic appeal

#### **7. Implementation Phase:**

- Set up hubs at selected locations
- Install furniture and signage
- Organize initial book donations
- Launch the hubs with an opening event

#### **8. Quality Control:**

- Inspect each hub after setup
- Ensure hubs are stocked with books
- Regularly check book conditions and hub cleanliness
- Implement user feedback system

#### **9. Documentation:**

- Maintain detailed logs of books donated, borrowed, and returned
- Create an operational manual for hub management
- Compile the final project report

#### **10. Project Closure:**

- Finalize project deliverables
- Obtain stakeholder feedback
- Celebrate project completion with a community event
- Archive all project documents for future reference