Project Title: Progressive Artistries

Start Date: 01/19/2022   **Finish Date:** 04/27/2022

Project Objectives:

- Build a team to discuss starting a non-profit organization and raising funds.
- Receive 80% of target funding from Angel Investors or better by 27th April 2022.
- Discuss attainable and measurable goals with team members.
- Present the project plan to the professor and panel members on 27th April 2022.

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. **Non-Profit Classification:**

1.1. **Project Document**

1.1.1. Read

- Read all the requirements provided by the stakeholders.
- Our team researched all the documents provided by the stakeholders.

1.1.2. Discussion

- Team discussed various documents and made a tentative schedule.

- The Project Manager made sure that every team member was assigned a particular task.
- A collective decision was taken by all the team members and was approved by the project manager.

1.2. Taxonomy

1.2.1. Research
- Team thoroughly researched all the topics that were available to choose from the list provided by the professor.
- Every member researched about a particular topic and ways to go forward with that project. Each member presented their views on their allotted topic.

1.2.2. Discuss
- After careful research, all the members came forward with their ideas to discuss them with the team.

- There was a difference of opinion on selecting a topic but our project manager convinced all the team members for Non-Profit Organization- Arts , Culture and Humanities.

1.3. Finalize Agenda

1.3.1. Send
- Our team documented all the files together.
- We made proper documentation for each document and sent it to the professor.

1.3.2. Review

- Professor reviewed all our documents and would suggest changes if any.
- Our team awaited for professor's feedback for any changes in the documents sent.

2. Team Activity:

2.1. Availability

- Project Manager would ask for all the team members' availability.
- The Project Manager would schedule the meeting according to each team members availability.
- Our Project manager made minutes of the meeting by recording our session's.

2.2. Meet

2.2.1. In-person

- All the team members would meet in the classroom or in the university conference room.
- In-person meet's were made compulsory by unanimous decision as it brings a great impact and efficiency in the project.

2.2.2. Virtual

- Team members would meet once every week at a pre-decided time to run a quick check about the progress of the project.
- Our Project manager would record all the virtual meetings and keep it for future requirements for all the team members.

3. Gather requirements:

3.1. Research

- The research phase begins with the brainstorming or investigation of the project's requirements.
- This will incorporate all of the possible stakeholders' requirements.
- Before they are filtered, all of the requirements will be written down.
- We also look into any potential challenges or impediments that may arise during the process.
- This will aid us in estimating the time required to complete the job, taking into account any issues or roadblocks.

3.2. Discussion

- A team meeting will be held after the research is done.
- Meetings will be scheduled over a period of time-based on the team's availability.
- During the discussion, the team can discuss the research findings and offer comments.
- Members of the team can also add new criteria or impediments that they believe should be considered as the project progresses.

3.3. Review

- We need to jot down elements that would convince the panel to finance the venture after analyzing all conceivable areas of interest.
- Review all gathered requirements to eliminate or add any if necessary.

3.4. Finalize

- The project manager should make a choice after the series of meetings.
- The project manager should take into account all of the team's suggestions.
- If necessary, the project manager can seek advice from a higher authority (professor).
- Finally, the project manager will select the needs that are most important to the project.

4. Implement:

4.1. Project Charter

- This document is created to give information about Title, Start & End Date, Budget, Objectives, Sponsor of the project.
- It also summarizes the risks and deliverables of the project.

4.2. Stakeholder Matrix

- This document is created to give information about the stakeholders of the project.
- It also gives information about the relation between power and interest of each stakeholder for the project.

4.3. Requirement Matrix

- This document is created to give detailed information about what the stakeholder's requirements are for the project team.
- It is created to ensure that the project execution is efficient.
- The document also gives information about the relation between difficulty and importance of each requirement.

4.4. WBS

- This document is created to integrate scope, cost and schedule baselines ensuring that project plans are in alignment.
- The various legs of the project are highlighted in the WBS.

4.5. Schedule

- This document shows the list of activities, deliverables, and milestones within a project.
- It also highlights the planned start and finish date, duration, and resources assigned to each activity.

4.6. Risk/Issue Log/Change Request

Risk Matrix:
- This document highlights the severity of the risk based on its probability of occurrence and its impact on the project.
- The action plan and contingency plan associated with each risk is also indicated in this document.

Issue Log:
- This document displays the issues which occurred during the project.

- The risk matrix created earlier would later be revised based on the issues that occurred.
- It also gives an insight on how the issue can be addressed and how it can be prevented.

Change Request Document:
- This document gives information about the new requirements which weren't stated at the time of scope finalization.
- This document gives information about the requestor of the change, change description, required approvals.

4.7. Cost

- This document gives information about the cost associated with each work package listed in the WBS.
- The total cost of the project is calculated by taking into consideration factors like No. of resources, No. of hours, Cost per hour, Labor Cost, Non-Labor Cost.

4.8. Communication Plan

- This document highlights what, when, where, and how the stakeholders would receive information about the project.

4.9. Lessons Learned

- This document highlights the learnings during the project.
- Based on the shortcomings which the team witnessed, the action plan for the project was updated.

4.10. Milestones

- This document is created to measure the progress toward the goal of the project.

4.11. PPT & Mock

- The final presentation would have detailed information about the project plan and the Mock rehearsal would help the project team to deliver an effective presentation on the final day i.e., 27th April 2022.

5. Review:

5.1. Proofreading

- Our team proofread all documents to reduce errors.
- Send the documents to the project manager and team members to make further changes.

5.2. Send Documents

- Send all the documents to the professor for final verification before the presentation.
- Our team verified each document before sending it to the professor for re-verification.

5.3. Clarification

- Make sure the doubts are cleared for all the documents before updating it.
- The professor gave our team multiple feedbacks and we as a team gathered together virtually and cleared all the queries we had for the documents and presentation.

5.4. Update & Finalize

- Make the necessary changes as suggested and prepare the final document ready for the presentation stage.
- Send all the documents in pdf format to the professor before 5pm on 27th April, 2022.

6. Presentation:

6.1. Rehearsal

- Once the final documents and PPT is created, team conducts dry runs to make sure all the details of the projects are conveyed completely and in the stipulated 45 minutes.

6.2. Printing material

- Print copies of the documents for the panel members and the professor.

6.3. Outfit

- Team to dress appropriately in business casuals.

6.4. Final Presentation

- Team to present the Final PowerPoint and all the documents to explain the project idea to the professor and panel in the stipulated 45 minutes.

Project Assumptions:

- Being punctual for all meetings
- Ensure each document complies to the given template and practices
- Be within budget
- Professor accepting the project plan
- Finishing the project on time

Project Constraints:

- Time
- Budget
- Lack of participation

Out of Scope: *(Describes what is out of the scope of the Project and Product)*

- Conducting workshops
- Hiring employees
- Contacting the social media influencers
- Choosing location
- Selecting vendors