REQUIREMENTS DOCUMENT

A. PROFESSOR

A1. Develop a project plan for a non-profit organization.

A2. Presentation of project plan should be delivered on April 27, 2022.

A3. Assigned team to select non-profit organization which will provide a real impact to society (either a member-serving or public) within the following major non-profit categories:

- Arts, culture, humanities
- Education
- Environment and animals
- Health
- Human services
- International, foreign affairs
- Public societal benefit
- Religion related
- Mutual/membership benefit

A4. Assigned team to classify the chosen non-profit organization as either member-serving (addressing the needs of only a select number of individuals) or public.

A5. Assigned team to select form of the non-profit organization from the list below:

- Charities - e.g., American Red Cross, Salvation Army, YMCA
- Foundations - e.g., W.K. Kellogg Foundation, Ford Foundation, community foundations
- Social Welfare or Advocacy Organizations - e.g., National Association for the Advancement of Colored People (NAACP), American Civil Liberties Union (ACLU)
- Professional/Trade Associations - e.g., Chamber of Commerce, American Medical Association (AMA)
- Religious Organizations - e.g., churches

A6. Project plan is required to align with 12 documents as outlined by the primary stakeholder.

A7. Team to prepare Project Charter.

A8. Team to identify and list the project stakeholders.

A9. Team to develop a comprehensive list of requirements and map them into a matrix according to Difficulty x Importance.

A10. Team to develop a scope statement.

A11. Team to develop a Work Breakdown Structure (WBS).

A12. Team to create a WBS Schedule.

A13. Team to develop a cost estimate.

A14. Team to develop a communications plan.

A15. Team to create a risk probability/impact matrix.

A16. Team to create and update an issue log.

A17. Team to describe any change requests.

A18. Team to describe the lessons learnt.

A19. Teams should include the proper source references when necessary.

A20. Present the powerpoint and the documents legible.

A21. Prepare a presentation of 40 minutes or less on the project plan.

A22. Proof-read all documents.

B. <u>TEAM MEMBERS</u>

B1. Agree on a proposed non-profit within the 8 categories.

B2. Decide a suitable location that is feasible for all.

B3. Meet every week to make progress on the project.

B4. Virtual meetings over zoom twice a week.

C. <u>PANEL</u>

C1. Team to formulate a well-prepared presentation of 40 minutes or less on April 27, 2022.

C2. Team should deliver all 12 documents as per project plan.

C3. All team members to be present on time (by 5 PM EST) on April 27, 2022.

C4. Follow all recommended best practices during the presentation.

C5. Introduction of the team members should be loud and clear.

C6. Present the powerpoint and the documents legible.

C7. Team to dress appropriately.

D. <u>OTHER TEAM MEMBERS</u>

D1. Receive clarifications to any question asked.

D2. Present the powerpoint and the documents legible.

E. <u>PROJECT MANAGER</u>

E1. Attend all meetings.

E2. Provide timely updates of any risks.

E3. Keep posted on progress.