****

**FORM FOR THE SUBMISSION OF ASSESSED GROUP COURSEWORK**

this form must be completed and attached to **all** assessed work.

Please include all group members’ student numbers below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Number** | 2 | 4 | 0 | 7 | 1 | 6 | 8 |
| **Student Number** | 2 | 3 | 6 | 2 | 7 | 4 | 8 |
| **Student Number** | 2 | 3 | 9 | 8 | 0 | 4 | 4 |
| **Student Number** | 2 | 4 | 3 | 3 | 0 | 8 | 8 |

**We agree that equal and fair contributions were made to the final report by all members of our group.**

**Please list brief details of how tasks were divided up among the group members in the box below. (Please refer to chapters of final report etc.)**

|  |
| --- |
| 2407168 – Justifying the output delivered in this project, contribution statement  2362748– Defining the business case, contribution statement  2398044 – Managing the project timeline, contribution statement  2433088 – Specifying the output delivered in this project, contribution statement |

By submitting this work online using my unique log-in and password, I confirm that I am submitting the work on behalf of my group and that it is all our own work.

We understand that all marks are provisional until ratified by the Faculty Examination Board.

# EFIMM0144: Group Project Plan

# Group D

Team name: *Impact Catalysts*

Client name: *BS3 Community*

# Stakeholder Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Email** | **Signature/Initials** |
| Emmeline Rodman | *Client* | [emm.rodman@bs3community.org.uk](mailto:emm.rodman@bs3community.org.uk) |  |
| Dr. Marios Kremantzis | *Supervisor* | [marios.kremantzis@bristol.ac.uk](mailto:marios.kremantzis@bristol.ac.uk) |  |
| Chinmay Malhotra | *Student* | [gs23170@bristol.ac.uk](mailto:gs23170@bristol.ac.uk) | CM |
| Yi Zhu | *Student* | [ru23250@bristol.ac.uk](mailto:ru23250@bristol.ac.uk) | YZ |
| Peter Yu | *Student* | [ap23079@bristol.ac.uk](mailto:ap23079@bristol.ac.uk) | PY |
| Hanish Roshan Rajan | *Student* | [yt23325@bristol.ac.uk](mailto:yt23325@bristol.ac.uk) | HR |

# Business Case

Presently, the BS3 Community faces a pressing issue: its rich data, which could showcase the considerable impact they have created on the community health and well-being, remains underutilized.

Transparency and the insightful sharing of progress with key stakeholders and the community are fundamental in the non-profit sector. For a charitable organization like BS3 Community, this open communication validates their work and fosters trust, which is paramount to securing continued support and funding. This gap in data activation means that the narrative of BS3's positive influence is not reaching or resonating with its targeted audience.

Recognizing the power of data in storytelling and decision-making, there is an urgent need to pivot towards a more strategic use of this invaluable resource. The absence of a structured approach to data presentation hampers not only stakeholder engagement but also limits opportunities for growth and funding - elements that are crucial for the long-term sustainability of the community's initiatives.

Our intervention aims to design a sophisticated online data architecture alongside an impact reporting system, integrating and analysing BS3’s disparate data to convey a compelling story of its work. By doing so, we will enable BS3 to enhance its information dissemination to the public and stakeholders effectively.

The commitment to transparency in showcasing these efforts is not just a practical tool for growth but also an ethical obligation. It reinforces BS3 Community’s reputation as a trustworthy and impactful organization, keen on maintaining the highest standards of openness in its operations and community service.

# Output Specification

The project's goal is to create an advanced impact reporting system for the BS3 community, aimed at enhancing transparency and engagement with various stakeholders, including the general public, potential funders, and internal staff. This system will consolidate and analyse key data sets, streamlining information into an accessible and interactive dashboard. While specific datasets such as sales, engagement, volunteer contributions, and community event data will form the core of our analysis, sensitive and unrelated data sets like HR (Human Resources) and nursery provision will be omitted to maintain focus and privacy.

Our approach includes developing a clear data map and architecture that will guide the analysis and presentation of impact metrics in a manner that resonates with all stakeholders. By integrating best practices and insights gleaned from successful charities, we aim to craft a storytelling mechanism that not only reports on BS3's achievements but also innovates in how these stories are told, ensuring they are both compelling and informative.

The deliverables will encompass a comprehensive framework to showcase BS3's impact, a blueprint detailing the data structure and workflow, and recommendations for software and best practices. This initiative is designed to bolster BS3's online presence through a live dashboard, fostering a greater sense of community involvement and support for the BS3 community.

# Output Justification

The output of this project is designed to amplify the social impact of BS3 Community by creating a robust, data-driven live dashboard for transparent communication. This innovative platform will not only highlight the organization's significant contributions to community welfare but will also serve to enhance engagement with the general public and key stakeholders. By providing a clear visualization of the positive outcomes achieved, the dashboard will foster public trust and draw the attention of potential funders, thus securing additional resources necessary for the continuation and expansion of BS3's vital programs.

In parallel, the project will act as a beacon of recognition for the BS3 team, showcasing their diligent efforts and the tangible results of their work. Such acknowledgment is a fundamental driver for motivation, contributing to increased job satisfaction and employee retention. It's an affirmation of the value and impact of their daily contributions, which is essential in nurturing a dedicated and inspired workforce.

Moreover, by showcasing success stories and the quantifiable benefits of community initiatives, the dashboard will inspire community members, instilling a sense of ownership and pride in their collective achievements. This strategic approach is aimed at empowering residents, fostering a proactive mindset that supports BS3’s mission of promoting inclusivity, learning, and mutual support. Encouraging self-help and peer-support, the project is a step towards a community that not only understands its value but is also equipped to aid in driving its progress.

Ultimately, this project stands to exponentially increase BS3 Community's visibility, strengthen its financial stability, and ensure the sustainability of its transformative efforts. It's an investment a future where BS3 Community stands as a model of sustainable and impactful, community-led change.

# Project Timeline

The project’s first two weeks encompassed team formation and strategic planning, emphasizing role alignment based on members' skills and aspirations. Early on, we consulted our mentor, Dr. Marios Kremantzis, to confirm the established project verticals and stakeholder roles based on a skill audit ensuring personal growth and accountability within a collaborative framework. In the third week an introductory session with the client (BS3 Community) set a clear vision for the project's aims, scope, and deliverables aiding the team to initiate the detailed planning phase.

In the following weeks, the project kick-off will lead to a shift in focus to understanding the data architecture and conducting exploratory analysis, alongside extensive research to identify best practices in impact reporting. Midway through the project (week 7 and 8), efforts will concentrate on uncovering data narratives that resonate with the client’s objectives.

The final weeks (week 9 and 10) will be dedicated to synthesizing our findings into a comprehensive framework in form of an executive report and presentation for the client and the university, ensuring a systematic approach to achieving impactful outcomes for the project. This strategy underscores the importance of collaboration, research, and strategic planning in fostering meaningful change.

# Key Responsibilities

In our project, each team member will assume a pivotal role, tailored to leverage their unique expertise and experience, ensuring the collective success of our endeavour with BS3 Community.

**Chinmay**, as the project manager, will leverage his corporate strategy background to lead and motivate the team. His role is crucial for maintaining project alignment with our objectives, ensuring timely communication with the client, and keeping the team focused and driven.

**Yi** will helm content creation, including client communications and report writing. Given her proven track record in content management and her experience working with a bank manager, Yi's expertise is vital for articulating our project's impacts and findings, ensuring they resonate with our stakeholders.

**Hanish** will oversee data management, from architecture mapping to analytics. His coding skills and data wrangling knowledge are essential for extracting insights from complex datasets, a cornerstone for demonstrating the project's effectiveness and informing strategic decisions.

**Peter** will lead our research efforts, employing his exceptional online research skills to gather relevant data and benchmarks. This research is foundational, enabling us to position our project within the broader context of successful charity operations and impact reporting.

Despite these distinct roles, our project ethos is deeply collaborative. Each member will contribute across all areas, enriching the project with diverse perspectives and fostering personal growth. This holistic approach ensures we meet our project aims and deliver a comprehensive and impactful solution to BS3 Community.

**Total Words - 1172**

# Contribution Statement

|  |  |  |  |
| --- | --- | --- | --- |
| **Student number** | **Student name** | **Areas of Contribution** | **Rating** |
| 2407168 | Chinmay Malhotra | Project Leader/Manager | Excellent |
| 2362748 | Yi Zhu | Content Strategy | Very Good |
| 2398044 | Peter Yu | Data Architecture and Mapping | Very Good |
| 2433088 | Hanish Roshan Rajan | Data Analysis | Very Good |
| 2407168 | Chinmay Malhotra | Business Strategy | Excellent |
| 2362748 | Yi Zhu | Report Writing | Excellent |
| 2398044 | Peter Yu | Benchmarking Research | Very Good |
| 2433088 | Hanish Roshan Rajan | Market and Sector Research | Excellent |

|  |
| --- |
| **Additional comments:** |
| Despite defined roles, our project thrives on collaboration. Every team member will engage in all project verticals, blending diverse insights and promoting personal development. This unified strategy guarantees a thorough and impactful delivery to BS3 Community, aligning with our core objectives and initial charter. |