

# Global Event on Experiential Learning

Global Event to showcase the capabilities and potential of experiential learning.

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# Introduction

## Purpose:

To plan and execute a virtual summit promoting the impact of experiential learning.

## Activities Completed:

- Week 1: Created Project Charter and defined team structure
- Week 2: Developed Gantt chart with timeline and task flows
- Week 3: Built Risk Register with major/minor risks and mitigation strategies

## Presentation Goal:

Showcase planning, preparedness, and risk control for successful execution.



# Background

## Scope:

- Host a 3-day virtual summit with keynotes, workshops, and global participation

## Objectives:

- Promote experiential learning
- Secure 85%+ participant satisfaction
- Complete project within \$30,000 and 6-month timeline

## Project Charter Overview:

- Defined sponsor, stakeholder map, team roles, deliverables
- Constraints: budget limits, virtual format, time zones

## Budget Summary:

- \$30,000 allocated for platform, speakers, logistics, outreach, tech, and feedback



# Project Plan

## Phases:

Kickoff → Planning → Budget → Branding → Speaker Outreach → Agenda Finalization → Promotion → Execution

## Task Durations:

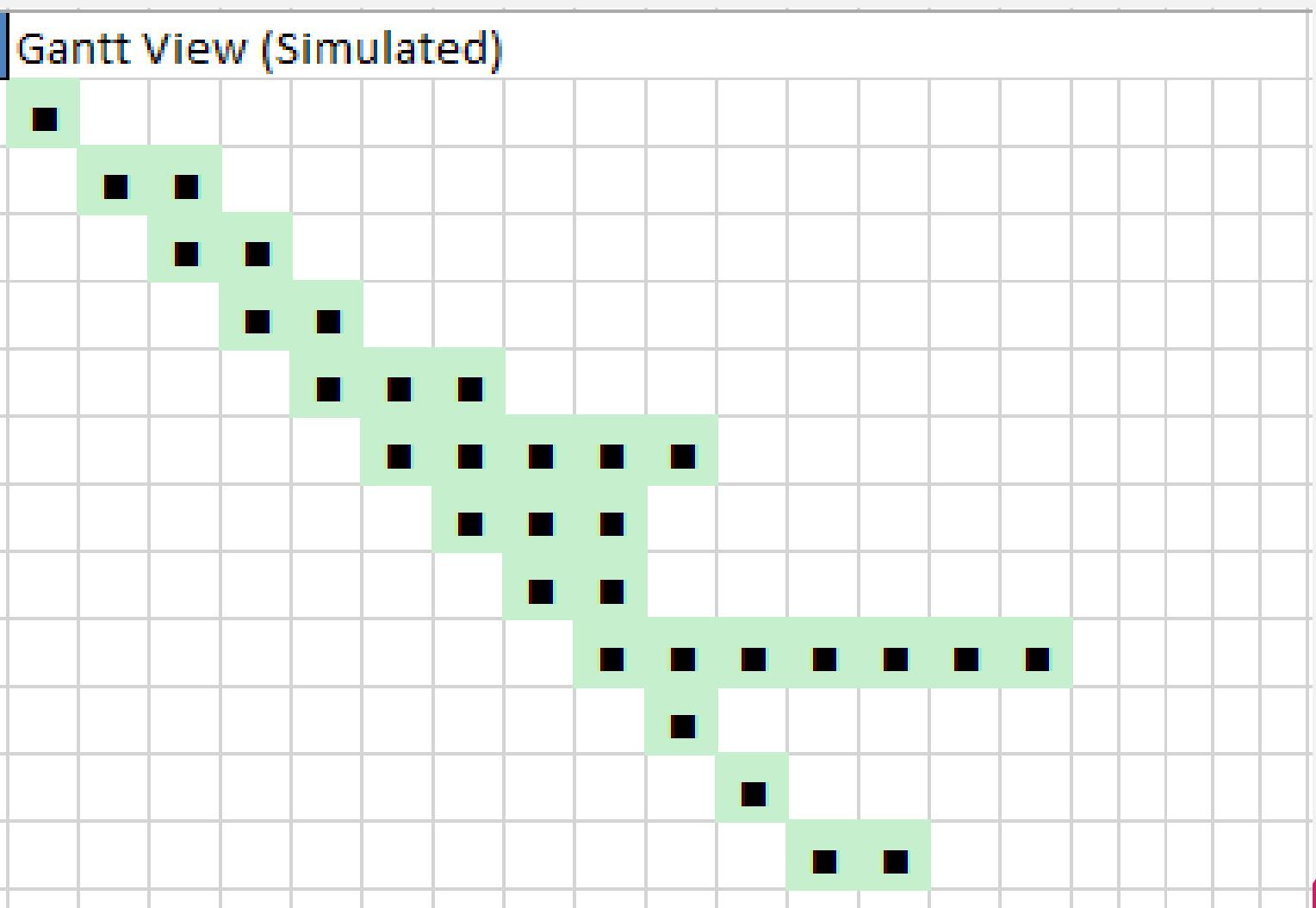
Range from 1-7 days depending on complexity

## Dependencies:

Agenda depends on speaker confirmations; Registration opens after agenda is finalized

## Tool Used:

Excel - customized visual Gantt with labeled deliverables



# Workstream Breakdown

<b>Stream</b>	<b>Key Tasks</b>	<b>Member(s)</b>
Marketing & Outreach	Posters, social media, registration	Outreach Team Lead
Logistics & Platform	Platform setup, tech rehearsal	Logistics Lead
Speaker Management	Coordination, backup planning	HR & Scribe
Participant Engagement	Agenda, feedback, surveys	Program Coordinator
Overall Management	Deliverable tracking, stakeholder comms	Project Lead

# Risk Management Overview

## **Major Risks Identified:**

- R-001: Venue Cancellation
- R-002: Cybersecurity Breach
- R-003: Keynote No-Show

## **Minor Risks Identified:**

- R-004: Internet Downtime
- R-005: Volunteer No-Shows
- R-006: Language Barriers

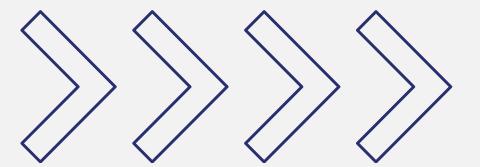
## **Risk Planning Approach:**

- Weekly reviews, shared Google Sheets, escalation protocol



# Mitigation Strategy

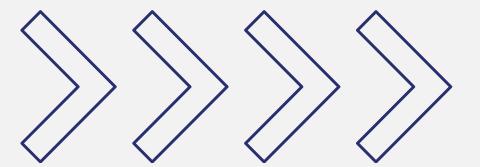
Risk ID	Mitigation Action	Owner
R-001	Backup venue clause in contract	Logistics Lead
R-002	MFA, cybersecurity partnership	IT Security
R-003	Backup speakers, contingency clauses	HR
R-004	Multiple ISPs, offline backups	IT Team
R-005	Reserve list, incentives	HR Coordinator
R-006	Translation services, multilingual signage	Communications Lead



# Recommendations

- Finalize speaker logistics and promotion content
- Run rehearsal session to ensure platform readiness
- Monitor remaining risks and escalate promptly
- Optimize agenda for time zones and engagement metrics
- Leverage visuals and branding to boost sign-ups





# Lessons Learned

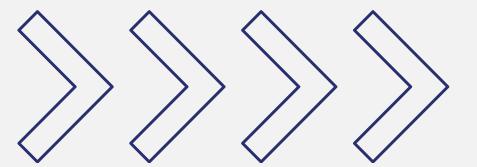
## Challenges Faced:

Balancing virtual logistics, team coordination across time zones, technical uncertainties

## Key Takeaways:

- Early planning = fewer escalations
- Role clarity drives accountability
- Risk register is essential for execution confidence

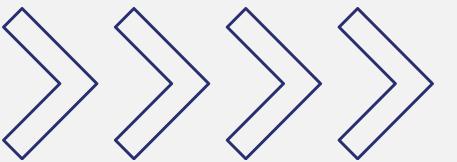




# Conclusion

- Excelerate is equipped with a structured plan, milestone clarity, and risk preparedness
- Confident in team's ability to deliver a high-impact global summit
- Excited to showcase experiential learning to a global audience





# THANK YOU

Excelerate  
Any Question?

[Presentation Recording link](#)

