

Beach Cleaning Project

College of Graduate and Professional Studies, Trine University
GE5103: Project Management
Mr. Obada Alkhatib
December 3, 2023



Project Team

Project Team Member	Role
Meena Fotto Dattaram	Project Scheduling Consultant
Juveria Munawari	Risk and compliance Analyst
Krishna Deepthi Kundla	Financial Analyst
Krishna Damarla	Quality Planning Analyst
Priyanka Guddeti	Project Manager
Maisha Solman Chowdhury	Scrum lead (Communications)

Project Scope

Cleaning local beach and educating people on sustainability practices via 5k marathon run

	Goals	Deliverables	Activities
1	The main goal is to define useful road mapping for implementing a beach cleanup by using problem solving and project management techniques.	Delivering a successful outcome of beach cleanups, where waste and litter are removed from the beach.	Environmental awareness sessions and workshops will be conducted to educate participants about the importance of environmental conservation, also providing them with the knowledge and motivation.
2	-To raise the awareness in the people regarding the importance of clean beaches and protecting the environment.	Creating a litter free beach as a tangible outcome.	Games, contests, and many other fun programs will be conducted to make the event more engaging and connecting.
3	-To collect and clean the litter from the beach, which helps in contributing a clean and healthy environment.	Positive feed backs from sponsors, volunteers and all the participants.	Proper disposal of waste by participants will be monitored as this is the crucial activity for this event.
4	only encourages the participation but also creates a learning environment regarding the conservation of beaches.		
5			
6			

Project Budget

Diverse Funding and Budget Allocation Strategy for Beach Cleanup Project

Funding (Estimated-\$15,000)

1. Majority of the funding will be from sponsors and the donations from the environmental organizations, environment trusts and the local businesses. Major **Sponsors**: State government and state waste management
2. Grants from the environmental projects, this amount can vary based on the grants obtained for the events.

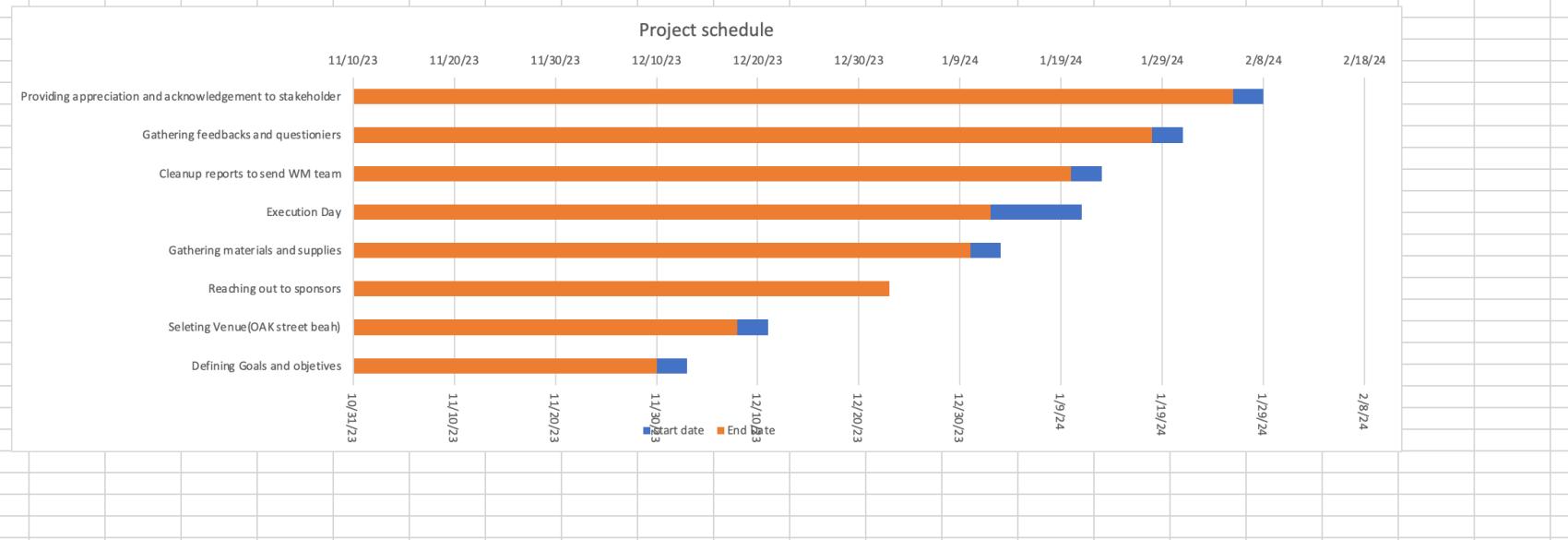
Expenses and budget allocation

1. Equipment and supplies for cleanup: Around \$5,000 are spend on the purchase of equipment's such as gloves, trash bins, bags, and other supplies.
2. Marketing and Promotion: For promoting and marketing the event, budget allocation would be \$2,500. This includes the cost for purchasing promotional banners, digital and social media marketing.
3. Workshop Resources: Budget allocation for purchasing educational and workshop resources such as materials, handouts would be \$2,500.
4. Entertainment Resources: Budget allocation for organizing entertainment activities such as games, contests would be \$1,000.
5. Permits: Expenses covering the cost to obtain permits of using the venue and ensuring event insurance in case against the unforeseen incidents and the budget allocation would be \$1,500
6. Contingency: Remaining \$2,500 of budget would be under contingency for managing and unexpected and emergency expenditure.

Project Schedule

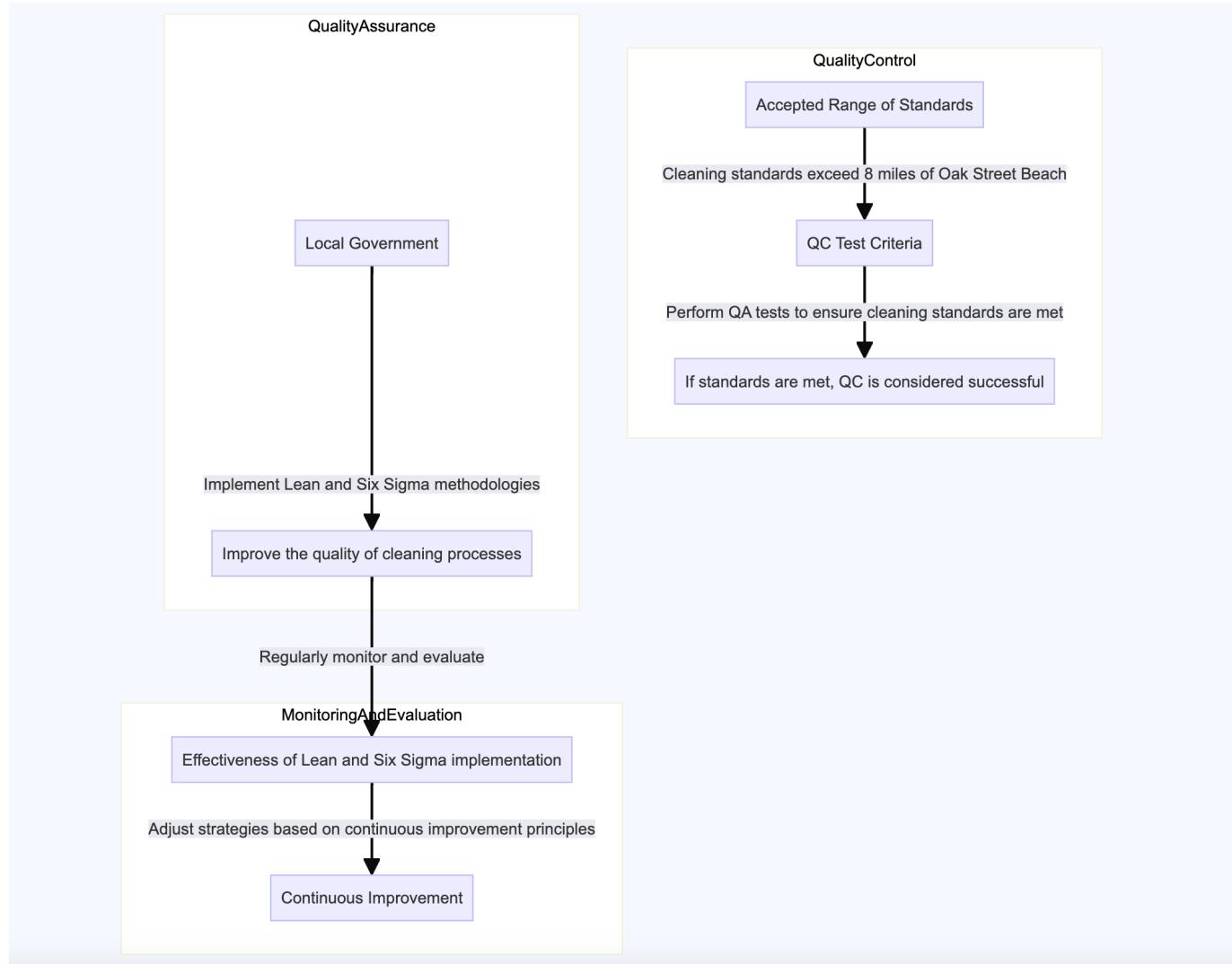
Critical project milestones and deadlines for completing activities through out project lifecycle

Milestones	start date	End Date
Defining Goals and objectives	12/3/23	12/10/23
Seleting Venue(OAK street beach)	12/11/23	12/18/23
Reaching out to sponsors	12/19/23	1/2/24
Gathering materials and supplies	1/3/24	1/10/24
Execution Day	1/11/24	1/12/24
Cleanup reports to send WM team	1/13/24	1/20/24
Gathering feedbacks and questioniers	1/21/24	1/28/24
Providing appreication and acknowledgement to stakeholder	1/29/24	2/5/24
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Quality Plan

Exceeding Industry Standards: 8-Mile Beach Cleanup and Sustainable Maintenance



1. 8 miles of cleaned beach
2. Meet industry benchmark for improved sand quality for 8 miles
3. Inspect if waste disposal methods align with environmental standards
4. Ensure chemical emissions are within permissible limits of below 5% of industry standards
5. Assess the ongoing cleanliness of the beach by communicating with stakeholders

Communication Plan

Effective communication was maintained with all stakeholders throughout the project.

Project Name					Project Manager				Project ID		Date of Last Update	
Beach Cleaning					Priyanka (PG)				1234	Sunday, December 3, 2023		
Communication Method	Delivery Method	Recipients	Purpose of Communication	Goal	Frequency	Audience	Owner / Sender	Projected Start Date	Comments	Concerns		
Meeting	Online	Meena	Provide project scope, milestones and budget status.	Share project plan	Ongoing	Volunteers	PG	Jan 1st , 2024				
Meeting	In-Person	Juveria	Communicate key decisions and status updates on goals, and challenges	Update Project Status	Weekly	Sponsors	PG	Jan 10th, 2024				
Email	Online	Deepthi	Review assigned tasks and their progress	Review meeting	Daily	Participants	KD	Jan 1st , 2024				
Meeting	In-Person	Krishna	Distribute files, project plan, designs, and blueprints.	Share documents	Weekly	Attendees	KD	Feb 10th, 2024				
Shared Documentation	Online		Discuss project's progress, projected risks and mitigation strategies	Discuss Risks	Bi-Weekly	Project Team	PG	Jan 10th, 2024				

Risk Management

Mitigating Challenges in Beach Cleanup Project with Strategic Actions

1	Risk Number	Risk	Proposed action for risk mitigation	Likelihood	Impact
2	1	Unfavorable weather for cleaning beach	Contingency plans for weather-related issues. For example, by predicting weather for 5k run & beach clean activity days.	Medium	High
3	2	Low attendance for the 5k run marathon	Diverse marketing strategies to maximize attendance	Low	High
4	3	Limited participation of volunteers for beach cleaning	Recruit & train adequate volunteers prior to start of clean by gathering sufficient funds from sponsors	High	Medium
5	4	Contamination issues while cleaning the beach	Providing good quality and adequate protective cleaning material	Medium	High
6	5	Unforeseen expenses	Contingency plans for budget	High	High

Project Closure

Finish planned tasks, handover deliverables, release team resources, and archive project details

1. Hand over all the **project deliverables** and get acceptance from sponsors / local government.
 - Create cost analysis report by comparing actual **budget (15k)** to final **costs (18k)**, highlighting areas of efficiency gains or potential cost savings.
 - Review and document the achievement of defined project milestones (start date: Jan 1st, 2024, **end date: Feb 29th, 2024**) with actual time taken (start date: Jan 1st, 2024, **end date: March 15th, 2024**), ensuring alignment with project objectives.
 - Facilitate **feedback sessions with all stakeholders**, including volunteers, participants, and local community members.
 - Distribute certificates to the **winners of 5k run marathon** to spread awareness of beach cleaning activity.
 - Confirm that the project has passed all **quality tests**, ensuring it meets or exceeds the established standards.
 - Deliver waste to waste management team.
2. Ensure all **resources are released**, minimizing waste, and optimizing resource utilization.
3. Conduct **performance evaluations** using SMART methodology.
 - Measure team performance on 5 key dimensions of achieving business results, client success, innovation, responsibility to others, technical and people skills.
4. Conduct **project audits**.
5. Celebrate **project success**.

Project Closure

Finish planned tasks, handover deliverables, release team resources, and archive project details

The detailed checklist of deliverables include:

1. Project management plan
2. Detailed project schedule report reflecting actual timelines against expected timelines
3. Budget reports displaying actual project costs compared to expected costs, covering comprehensive bills such as rental, software, and resource costs.
4. Reports on vendor contracts, supplier contracts
5. Risk analysis reports and quality analysis reports
6. Transition readiness assessment report – Necessary when transitioning between project phases, especially if a new team assumes control.
7. Reports from closeout meetings, stakeholder communication meeting minutes, sprint retrospectives, ensuring final acceptance in predictive and adaptive projects, respectively.
8. A final project report encapsulating all project closure activities, a transition plan summarizing project performance, auditing successes and failures, managing knowledge transfer, lessons learned and an archived documents report (Archiving all project outcomes for future references or endeavors).

A group of volunteers in yellow high-visibility vests are gathered on a sandy beach, collecting trash in white plastic bags. In the foreground, a young woman in a vest is crouching, holding a bag full of debris. A young boy stands nearby, also holding a bag. Other volunteers are visible in the background, some carrying bags. The beach is covered with scattered trash, including plastic bottles and other debris. The scene is set during the day under a clear sky.

Thank you