



**Northeastern University**  
*College of Engineering*

## **EMGT 5220 - Engineering Project Management**

Section 01 - Spring 2019

### **Project Proposal - Final Draft**

Team 7

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## **LETTER OF TRANSMITTAL**

10<sup>th</sup> April 2019

Sumana Northover  
Associate Director  
Employer Engagement and Career Design  
360 Huntington Avenue  
Boston MA 02115

Dear Ms. Sumana,

It gives us all a great pleasure to be able to submit a project proposal report on organizing a one-day career fair at Northeastern University in Boston campus. This report is the result of the knowledge which has been acquired from the project management class.

Firstly, the report consists a detailed overview of how this career fair is different from other career fairs like it is only for an engineering student, more focus on company participating, how it is organized and implemented. A detailed WBS, corresponding to it a detailed budget, implementation plan, and resource allocation strengthen its success. Risk analysis and 7% contingency ensures to meet any emergency situation.

We believe that you will find this report worth reading. We express our deep gratitude and sincere thanks to Professor Himlona Palikhe for her valuable guidance. We hope you will appreciate our arduous work and excuse the minor errors. Thanking you for your cooperation.

Sincerely,

Varun Choudhary  
Aditya Malviya  
Rahul Muni  
Karan Parikh  
Shefali Shekhawat  
Anju Venugopalan

## **EXECUTIVE SUMMARY**

The team from Northeastern University's Engineering Management department has recognized an opportunity to conduct an industry-specific career fair designed to assist with the industry's supply-demand requirements for skilled professionals. The proposal is to organize and conduct a career fair for the Spring 2020 graduating students from the Engineering Management, Mechanical Engineering and Industrial Engineering disciplines.

This career fair will stand-out from other career fairs that are conducted across the academic year since it is specific to the above-mentioned industries. This career fair will provide the students of these departments a platform to interact with professionals from their fields of interest and venture into possible career opportunities in sectors of the industry that focus exclusively on certain expertise. Additionally, the career fair will enable Northeastern University to establish their reputation of producing and mentoring highly talented individuals who go on to achieve great heights in their respective fields. Through this event, the various companies of the industry will have an opportunity to market their competencies to a larger audience and gain first-hand access to skilled individuals.

The implementation plan for this project comprises of seven major phases: Project Management, Career Fair Venue, Career Fair Students, Career Fair Employers, Career Fair Resources, Career Fair Day, and Project Closure. The Project Management Phase, spanning over a duration of two weeks, will focus on establishing the objectives and scope of the project, identifying the required resources, preparing the schedule and delegating the responsibilities to each project member. The next four phases will span over a period of three months and will encompass activities in preparation for the career fair. This includes identifying and finalizing the venue, recruiters, resources and participating students. The sixth phase is the most important phase of this project, where all the activities leading up to the day of the Career Fair will culminate with the successful execution of the event. The last phase, Project Closure, will evaluate the performance of the project to prepare a summary report.

The responsibility matrix for the project was prepared to account for the obligations of both the team members and the stakeholders. The stakeholders for this project include: the University, third-party vendors, event sponsors, and the recruiting companies. The extensive matrix was developed using the project responsibilities that were divided into Project Management and Coordination, Operations Coordination, Process and System Integration, Relations and Supply Management, and Administration. This breakdown of responsibilities allows each individual of the project team to lead a specific portfolio and ensure proper accountability for each phase of the project.

The proposed budget for the project is \$21,100. The budget accounts for the expenses related to labor of the project team, materials and resources, miscellaneous, and a 7% contingency to ensure any unforeseen changes can be handled efficiently without affecting the performance of the project. A breakdown of the budget per phase per month was also generated to allow for a detailed tracking of the project expenses.

In conclusion, along with providing the graduating students of the Engineering Management, Mechanical Engineering and Industrial Engineering departments access to lucrative job opportunities within their industry, this project aims at: enhancing the reputation of Northeastern University, benefitting the recruiters by providing an opportunity to welcome onboard highly-skilled individuals, and also bridging the gap between the supply and demand for skilled professionals within the industry.

## 1.0 INTRODUCTION

The number of students enrolling for graduate studies at Northeastern University is increasing every year. At the same time, there is also a proportionate rise in the number of international students enrolling in the University for these graduate programs. The international students often find it difficult to get exposure to the available employment opportunities and are not able to make connections with the concerned recruiters. To solve this problem, Northeastern University Engineering Graduate Students (NU-EGS) club is organizing a job fair for students primarily from Mechanical Engineering, Industrial Engineering and Engineering Management disciplines.

This job fair will serve as an opportunity for the graduating students to meet and interact with the prospective employers. This interaction will provide the students with relevant employment opportunities. The companies participating in this fair will be from the mechanical, IT and manufacturing sector who would also be able to provide H1B visa sponsorship to the international students.

As the number of students being invited for this job fair will be only from 3 streams ( Mechanical Engineering, Industrial Engineering and Engineering Management ) there is a high possibility for students to get more time to interact and network with the recruiters. Also, the students invited would be Spring 2020 graduating students which narrows down the list of students being invited. This would enable the students to visit more employers which would increase the chances of the students getting a job by 15 – 18 %. This will not only give Northeastern University a competitive edge among the universities in Boston but will also provide the companies with talented and skilled candidates. The students will be able to interact with the recruiters from the companies in Massachusetts and share their experiences with them. The students will get information about the projects undertaken by the participating companies. The students and the recruiters will get a dedicated time to find the best fit for the available opportunities.

This job fair will be successful in providing employment opportunities to the participating students for the below mentioned reasons:

- Students will be invited only from the Mechanical Engineering, Industrial Engineering and Engineering Management disciplines at Northeastern University.
- There will be extensive market research done before selecting the participating companies.
- The company background and the available opportunities will be carefully studied during the employer selection process.
- There will be enough time allocated for the event so that every student gets enough time to have an interaction with the employer.

- The project team members will be using the social media platforms such as Facebook, LinkedIn to publicize the event and invite students to enroll in the job fair. This would enable students to make their travel plans accordingly after the semester.
- The event is scheduled to take place on April 27, 2020. The spring semester would have ended which would enable students to participate in the job fair and prepare for the companies being invited for the event.

The Engineering Job fair will be organized by NU-EGS and it will be a one-day event. The job fair is planned to take place on April 27, 2020.

## **2.0 PURPOSE & OBJECTIVES**

### **2.1 Purpose**

The purpose of the job fair is to bridge the gap between the supply and demand of skilled labor for jobs in the Mechanical and Industrial Engineering sector. The job fair also serves the purpose of helping the Northeastern students secure challenging positions in reputed companies based in and around Massachusetts. This exclusive job fair will eliminate the competition from other majors and other universities, thereby providing the students with a warranted advantage. By allowing our students to showcase their skills to the industry, the job fair will indirectly uphold and strengthen the reputation of the university. Through this job fair, the relations between the university and the industry will further develop and will provide invaluable resources for the university to assess the existing course structure and develop tailor-made programs to meet the industry's requirements and improve the recruiting process. This will act as a major boost for NU Careers and the successful conversion of the opportunities into jobs by the students, will give a great boost to northeastern university's reputation.

### **2.2 Objectives**

The main objective of the project is to conduct the job fair for students graduating in Spring 2020 from the 3 disciplines: Mechanical Engineering, Industrial Engineering and Engineering Management. The other objectives which we want to accomplish with this project are as follows:

- Provide an industry-specific focus for the students to showcase their skills while eliminating the competition from other students belonging to other colleges within the university.
- Enroll a minimum of 70% of the graduating students from the above-mentioned disciplines to the job fair.
- Achieve a conversion of full-time positions for at least 15% of the enrolled students.

Further, based on the success of the project in terms of industry and student participation, the aim is to showcase the job fair as a marketing tool. The core objectives of the project can further be categorized as recruiter and student objectives, as follows:

#### **2.2.1 Recruiter Goal**

- Obtain a platform to advertise the company, its achievements and current vacancies.
- Establish a good affinity with the university for long term recruiting opportunities
- Interact with students individually to evaluate and identify potential candidates for the company.



### **2.2.2 Student Goal**

- The participating companies sponsoring H1-B visas will increase the likelihood of students getting an opportunity for full-time jobs after graduation.
- Learn about the current trends in the industry and identify various specializations within the industry.
- Engage in individual conversations with the recruiters to sell their skills better and understand the employer's requirements.
- Interact and network with professionals from leading companies in the industry.

### **3.0 TECHNICAL OVERVIEW**

#### **3.1 Selection Process of Companies**

- Project team members will perform a market research on the top employers in Massachusetts in the Mechanical, Industrial and Engineering domains.
- A draft list of employers will be shortlisted and discussed among the team members.
- Employers will be shortlisted based on location, H1-B sponsorship capability and industry ranking.
- The draft will be reviewed and a final list of at least 75 employers will be created.
- The contact details of the shortlisted employers will be added.
- Email invitations will be sent only to the shortlisted employers.
- If the total number of employers who agree to participate is less than 25 then, additional employers will be chosen from the draft list available.

#### **3.2 Selection of students**

- List of all graduating students from Mechanical, Industrial and Engineering Management domains will be obtained from the Northeastern University database.
- Student acceptances will be reconciled with the list of graduating students to verify the student eligibility.
- List of accepted students will be prepared and shared with the volunteers and NUPD at the entry gates on the job fair to verify the identity of the incoming students.
- Lanyards will be prepared for students accepting the invitation before the due date. This will prevent non-enrolled students from entering the job fair.
- Email invitations will be sent only to the students graduating in Spring 2020.

#### **3.3 Selecting and managing the volunteers**

- Volunteers will be selected from existing students in Mechanical, Industrial and Engineering Management divisions who are not graduating in Spring 2020.
- A list of selected volunteers will be prepared and circulated among all the project team members.
- A matrix will be prepared capturing details of the volunteers (name, NUID, Field) and the duties and responsibilities assigned to them.
- A different lanyard will be made of the volunteers to avoid mix-up with the participating students.
- The list of volunteers will also be given to NUPD staff to ensure identification of volunteers and students and also for the security check of the volunteers before and after the fair.

## 4.0 IMPLEMENTATION PLAN

### 4.1 Work Breakdown Structure

The Work Breakdown Structure (WBS) provides a detailed list of activities that contribute to the successful implementation of the Career Fair. The activities in the structure have been categorically divided to follow the 8/80 rule, where the majority of the activities will take between 8 hours and 80 hours for completion.

The major categories in the Work Breakdown Structure are as follows:

- **Project Management**  
Involves activities related to developing, reviewing and approving project objectives, scope, resources, schedule, and risk assessment.
- **Career Fair Venue**  
Involves activities related to venue selection and reservation.
- **Career Fair Students**  
Involves activities related to student listing, preparation of questionnaires, advertisement of fair, and preparation of student invites.
- **Career Fair Employers**  
Involves activities related to invitation, selection and finalization of potential employers/recruiters.
- **Career Fair Resources**  
Involves activities related to procurement of refreshments, organization of security and administrative requirements, and establishment of Career Studio.
- **Career Fair Day**  
Involves activities related to organization and implementation of the career fair and its arrangements, and post-event activities and de-briefing.
- **Project Closure**  
Involves activities related to preparation and evaluation of feedback, and development of lessons learnt documentation.

Refer to Appendix A for the complete Work Breakdown Structure (WBS).

## 4.2 Schedule

A detailed project schedule in the form of a Gantt chart was prepared to serve as a progress monitoring and control tool, to ensure a seamless workflow that leads to the successful completion of the Career Fair. The allocation of durations for each major activity was kept to a maximum of 3 weeks, to ensure the timely progression of activities and a smooth functioning of the event.

Refer to Appendix B for the proposed schedule Gantt chart.

## 4.3 Responsibility Chart

The responsibility chart, in the form of a RACI matrix, was developed to effectively organize the roles of each project member and other stakeholders relevant to each specific activity defined in the WBS. The RACI matrix specifies which stakeholder is Responsible, Accountable, Consulted and Informed for/about each specific activity. This matrix provides an organizational-level overview of the project and enables for a deliverable-oriented task allocation. It also ensures that each stakeholder is equally responsible for the successful execution of the project.

Refer to Appendix C for the RACI matrix (Responsibility Chart).

## 4.4 Stakeholders

The various parties involved and directly benefiting from this project are the stakeholders. An overview of the stakeholders is provided below.

### 4.4.1 Project team

As the primary members of the project, they are responsible for the implementation and smooth functioning of the job fair.

- **Project Manager**  
Aditya Malviya
- **Project Coordinator**  
Rahul Muni
- **Operations Coordinator**  
Varun Choudhary
- **Relations and Supply Head**  
Karan Parikh

- **Process and system Integration**  
Shefali Shekhawat
- **Administrator and Inspection Head**  
Anju Venugopalan

#### **4.4.2 Northeastern University**

With their experience, reputation and industry connections, they will assist in inviting recruiters and preparing the students for the job fair. Additional members of the university will assist with the implementation and functioning of the event.

- Professors
- Marketing Team
- Staff members from Careers department
- Northeastern University Police Department
- Event Coordinators
- Janitorial Staff

#### **4.4.3 Students**

The primary beneficiaries of the job fair, their participation in the event will be the main objective of the organizers and will have a direct effect on the success of the fair.

#### **4.4.4 Recruiters**

The secondary beneficiaries of the job fair, their participation and presence will be the driving factor for the success of the event.

#### **4.4.5 Event Sponsors**

Along with contributing to the successful implementation of the event, they will indirectly benefit through brand promotion from sponsor stalls and hoardings.

#### **4.4.6 Third Party Vendors**

As integral contributors to the successful implementation of the job fair, they will obtain monetary benefits and brand promotion.

- Food and Beverages
- Furniture
- Stall Preparator
- Decorator
- Stationary and essentials

A combined effort from the above-mentioned stakeholders will be crucial for the success of the job fair. This will set the benchmark for the future events and will uphold the reputation of the university amongst the student community and industry alike.

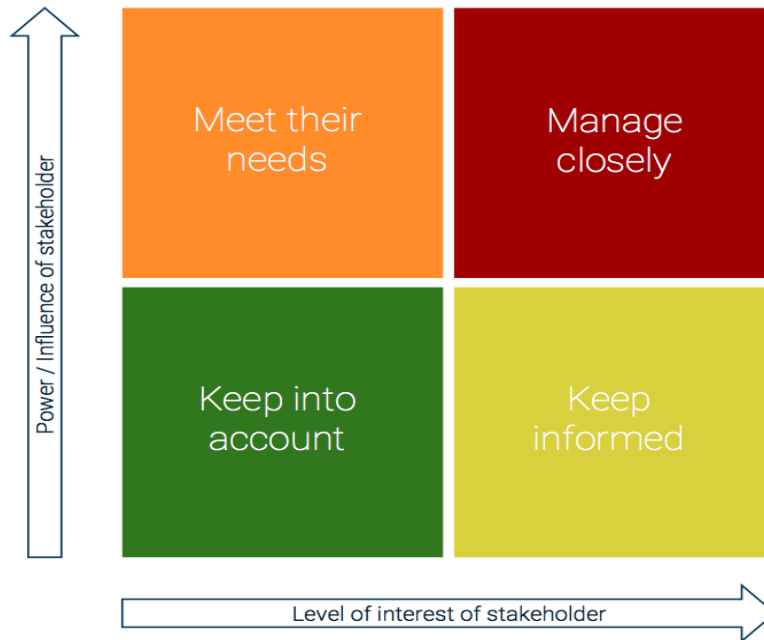


Figure 4.4.1 Level of Interest vs Influence of stakeholder

The project team will closely manage the event to ensure the needs of the recruiters and students are met, by keeping the university authorities and vendors informed. The project team will also take into account the interests of the event sponsors, and the university's career design and marketing personnel.

## **5.0 EXECUTION PLAN**

### **5.1 Project Monitoring**

It is to ensure that the project is on track and the schedule is not delayed. The project's main idea is to monitor the quality of the work, satisfy the needs of the recruiters and students and maintain the deadlines keeping in mind to not to violate university regulations. Documentation of work will be done in every step and based on that there will be reports made before entering the next phase or milestone. The project will be tracked in every phase and backup plans developed to cope with any delays or unexpected circumstances and contingencies. Each report will be evaluated, and feedback will be given. The tools for the reference will be the Work Breakdown Structure, scheduling, resource allocation and RACI Matrix. The cost will also be tracked using the Budget allocation. The Contingency plans will be deployed when the scope, time or cost is out of order. All the bills are submitted for reimbursement and all the payments will be done through authorized administrative channels. These will be tracked and recorded by the administrative department with the help of administrative software and Microsoft software. These will be referred from the budget allocation during the proposal.

The Timeline and quality will be monitored based on the WBS, RACI and Scheduling which is proposed. To ensure the project is on track reports will be made by everyone mentioning the timeline and quality issues and progress. Since it is done in regular phases the Project Manager will be aware of the progress and will know how to plan for any contingencies, if any.

- The dates of start and end of each task is accounted along with the person responsible
- The standard of the work is also considered with visual proofs
- The vendor contracting, and other official arrangements is monitored and ensured it is according to the specifications and standards which was agreed upon
- All the factors reflected in the survey are improved and given attention to
- The duties of each staff members and officials is designated clearly as per RACI

All the changes will be assessed and approved accordingly as the per the planned scope and budget of the project. These will be monitored, acted upon and approval will be provided after evaluating and determining the contingencies with backup plans. The similar methodology is adopted for monitoring all the changes. There will be weekly team meetings to monitor the status of the project and track the progress of the project.

### **5.2 Project Control**

Throughout the project a cybernetic feedback control and post control method will be used. The cybernetic control method will be considered during the project cycle to improve and correct the current project. The post control will be in two phases one will be done by considering the earlier career fairs and learning from the previous mistakes and experiences. This will be done by taking

surveys and feedback from the students and recruiters from the last job fair and surveys before starting the career fair preparation. The second phase will be for future job fair projects. The feedback from this year's job fair will help to document the lessons learnt and will serve as a good reference for such events to be carried out in future. The meetings will ensure the controlling factors are in place. The responsible people according to the RACI Matrix will be responsible to control the project and will be responsible to report to the Project Manager.

### **5.3 Project Auditing**

Audits will be conducted at planned intervals during the conduct of the project to ensure that the project deliverables confirm with the expected quality standards of the project. The audit will serve as a base to confirm if the project is being performed as per the planned scope, schedule and budget. The conduct of the job fair is divided in three phases, namely, planning, conduct and close-out. Audits will be extensively conducted in the planning phase at an interval of one month and will be initiated by a designated auditor from the Quality Management department of Northeastern University. Every audit will cover at a minimum:

#### **5.3.1 Technical audit**

- Auditing the venue reservation process followed including the payment process
- Reviewing invitation content for students and vendors according to the Information Security policy of the University
- Auditing the method for storing data and the accessibility criteria as per the Data Integrity Policy of the University
- Reviewing the process for vendor empanelment for advertising material
- Auditing vendor contracts
- Auditing employer agreements, NUPD agreements
- Any other item as deemed necessary by the auditor during or before the audit

#### **5.3.2 Project audit**

- Reviewing the change management process
- Reviewing risk register and RACI matrix
- Checking the project charter
- Reviewing WBS and resource allocation
- Any other item as deemed necessary by the auditor during or before the audit

#### **5.3.3 Audit team**

The audit team will comprise at a minimum of two auditors from the Quality Management department of Northeastern University. Below is the proposed audit plan for the job fair:



Proposed audit date	Audit phase	Expected Auditees
February 15, 2020	Preparatory audit	Project manager, project coordinator, operations coordinator, Administrator and Inspection head, vendor representative any additional members as necessary
March 15, 2020	Gap analysis audit	Project manager, project coordinator, operations coordinator, vendor representative, relations and supply head, any additional members as necessary
April 15, 2020	Final audit	Project manager, Project sponsor, project coordinator, operations coordinator, Administrator and Inspection head, any additional members as necessary

Table 5.3.3.1 Audit Schedule

The quality audits will follow the below process:

- Audit Notification to the project manager
- Opening meeting with the project manager and involved stakeholders
- Audit conduct as per audit plan
- Interview project staff
- Document reviews
- Close-out meeting
- Prepare draft audit report
- Review draft audit report with project manager
- Finalize the audit report

The audit observations will be classified according to the below scale (ABUHAV, 2014):

No.	Observation	Description
1	Conformity	The process sampled was according to the requirements of the audit's criteria
2	Opportunity for improvement (OFI)	The project may or may not adopt this opportunity
3	Non conformity	The process sampled, was not according to the requirements of the audit's criteria

Table 5.3.3.2 Audit Observations

The corrective actions will be implemented as per the timelines mentioned in the audit report.

## 5.4 Project Closure

The project team would strive to stay on track to conduct the job fair on April 27, 2020. The team members would make sure to have all the things as planned on the day of the job fair. After the fair, project team would take feedback from the enrolled students, employers and career design team. The team members will make sure that lanyards provided to the students are collected. Team will also be responsible to get the venue cleaned by the Northeastern cleaning staff so that the hall can be used for other events. Project team will be sending reminders to complete a survey which will help the project team to form a document (Lessons Learned) which can be used to organize similar events in future. This report will then be submitted to the Career Design team which they can use as a reference to organize similar events in future.

## 6.0 RISK ASSESSMENT MANAGEMENT PLAN

### 6.1 Risk Management Assessment Plan

Project risk management is a systematic process for identifying, analyzing and responding to a potential project risk. After the risk identification in the early stages of the project, a quantitative and qualitative risk analysis is performed to evaluate the impact of each risk on project objectives. Risk monitoring and control measures are implemented for tracking the identified risks, determining whether the risk assessment strategies are effective and identification of any new risks that may arise.

### 6.2 Risk Identification

Risks are identified in the planning phase of the project using brainstorming, cause-effect diagrams and influence charts and are categorized as:

<b>Risk Description</b>
Operational Risk: Logistics
Budget Risk: Exceeding Approved Budget
Delay in Project Kick-Off
Design Deficiencies
Employers don't show up due to some emergency
Environmental Risk
Funding not approved on time
Insufficient staff
Insufficient/ Lack of arrangements
Lack of collaboration from Co-op department
Operational Risk: Desired number of students don't come
Scheduling Risk: Failure to meet deadlines
Scope Creep
Security risk
Supplier risk regarding refreshments
Team conflict
Venue Availability

Table 6.2.1 Risk Identification

## 6.3 Risk Analysis

### 6.3.1 Qualitative Risk Analysis

Qualitative Risk Analysis is implemented to prioritize risks which requires evaluating the impact of each risk on project objectives. The probability and impact levels of each risk are determined, and a risk matrix is constructed.

### 6.3.2 Quantitative Risk Analysis

Quantitative Risk Analysis is performed using failure mode and effect analysis technique and is more precise and accurate than qualitative risk analysis. First, the identified risks are evaluated based on their severity. Then, the likelihood and the inability to detect are estimated. Lastly, the Risk Priority Number is calculated for every identified risk using these three inputs.

The factors for determining Risk Priority Number (RPN) are:

- Severity
- Likelihood
- Detection

## 6.4 Risk Response

Risk response planning aids in determining threats that can make the project vulnerable and opportunities that can be exploited to lead the project in the right direction. The threats can either be avoided, transferred, mitigated or accepted depending on the risk priority number (RPN). The opportunities can be exploited, shared, enhanced or accepted depending on the risk priority number (RPN).

The risk priority number (RPN) can be calculated using the formula:

$$\text{RPN} = \text{Severity} * \text{Likelihood} * \text{Detection}$$

Where,

Severity:(1-10), where 1: Not severe; 10: Very severe
Occurrence: (1-10), where 1: Rare occurrence; 10: Frequent occurrence
Detection:(1-10), where 1: Easily detectable; 10: Impossible to detect

No.	Risk Description	Likelihood	Impact	Response	Severity	Occurrence	Detection	RPN
1	Operational Risk: Logistics	M	H	Avoid	8	3	4	96
2	Budget Risk: Exceeding Approved Budget	M	M	Mitigate	6	5	3	90
3	Delay in Project Kick-Off	L	H	Avoid	7	3	1	21
4	Design Deficiencies	M	M	Mitigate	8	6	6	288
5	Employers don't show up due to some emergency	L	H	Avoid	9	2	4	72
6	Environmental Risk	L	H	Avoid	9	1	7	63
7	Funding not approved on time	M	H	Avoid	9	3	4	108
8	Insufficient staff	M	M	Mitigate	6	3	5	90
9	Insufficient/ Lack of arrangements	H	M	Mitigate	7	6	7	294
10	Lack of collaboration from Co-op department	M	H	Avoid	7	4	5	140
11	Operational Risk: Desired number of students don't come	L	M	Mitigate	5	4	8	160
12	Scheduling Risk: Failure to meet deadlines	H	H	Avoid	8	5	6	240
13	Scope Creep	M	H	Avoid	10	1	8	80
14	Security risk	L	H	Avoid	9	2	4	72
15	Supplier risk regarding refreshments	M	L	Mitigate	4	4	6	96
16	Team conflict	H	M	Mitigate	7	2	5	70
17	Venue Availability	L	M	Mitigate	4	2	2	16

Table 6.4.1 Risk Response Analysis

where,

H = High

M = Medium

L = Low

## 6.5 Risk Matrix

Risk matrix tool is used to evaluate the level of risk in terms of probability or likelihood of the risk and severity of the consequences. The risk matrix is developed using the risk priority number (RPN) formulated in the risk response table.

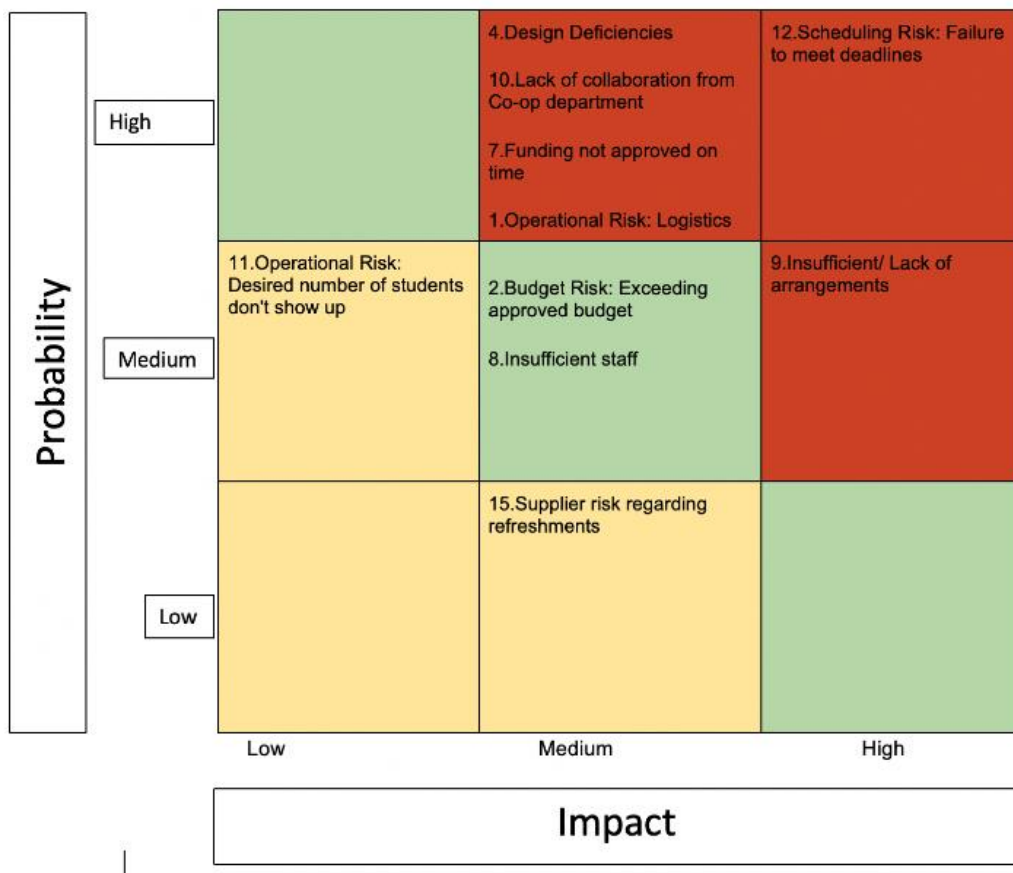


Figure 6.5.1 Risk Matrix

## 6.6 Risk Monitoring and Control

After the formulation of the risk assessment matrix, an appropriate action plan is devised for each identified risk by considering the probability and impact of the risk. Each risk is tracked and monitored, and the respective action plan is executed under control measures.

No.	Risk Description	Action Plan
1	Operational Risk: Logistics	Monitor and review status periodically; follow up with vendors
2	Budget Risk: Exceeding Approved Budget	Make sure project action plan is aligned with budget, keep track of unconstrained constraints, monitor cost, perform earned value analysis
3	Delay in Project Kick-Off	Monitoring the design, schedule and budget and addressing any hindrances
4	Design Deficiencies	Project action plan alignment with project scope and schedule to avoid any design deficiency
5	Employers don't show up due to some emergency	Schedule invitation to employers in advance; coordinate with employers regularly
6	Environmental Risk	Check weather conditions; keep a back-up venue
7	Funding not approved on time	Coordinate regularly with Co-op department
8	Insufficient staff	Check list of students and employers attending; hire staff and volunteers accordingly
9	Insufficient/ Lack of arrangements	Coordinate with suppliers and regularly monitor all tasks according to schedule
10	Lack of collaboration from Co-op department	Keep more than one point of contact; coordinate regularly with Co-op department
11	Operational Risk: Desired number of students don't come for the event	Ask confirmation from invited students and follow up with them

No.	Risk Description	Action Plan
12	Scheduling Risk: Failure to meet deadlines	Monitor the progress of activities; coordinate with team to be on schedule
13	Scope Creep	Coordinate with team to avoid deviating from the scope; follow the project action plan
14	Security risk	Coordinate with NUPD for security assurance and emergency
15	Supplier risk regarding refreshments	Communicate with suppliers for sending the right quantity at right time
16	Team conflict	Clear communication between team members; respect and evaluate all suggestions; motivate each other
17	Venue Availability	Check venue availability way in advance and confirm booking; coordinate with Co-op department if no desired space available

Table 6.6.1 Action Plan



## 7.0 FINANCIAL PLAN WITH BUDGET

### 7.1 Budget Summary

A detailed budget, with allocation and costs related to each activity was established for the smooth operation of the event. A summary of the budget is provided below in Table 7.1.1 and Figure 7.1.2. The budget for the project is expected to be covered using the cash inflows from the event sponsors and a few of the participating companies.

Resources	Cost
Labor	\$9,482
Materials and Equipment	\$9,000
Miscellaneous	\$1,000
Contingency	\$1,364
<b>Total</b>	<b>\$20,846</b>

Table 7.1.1 Budget Summary

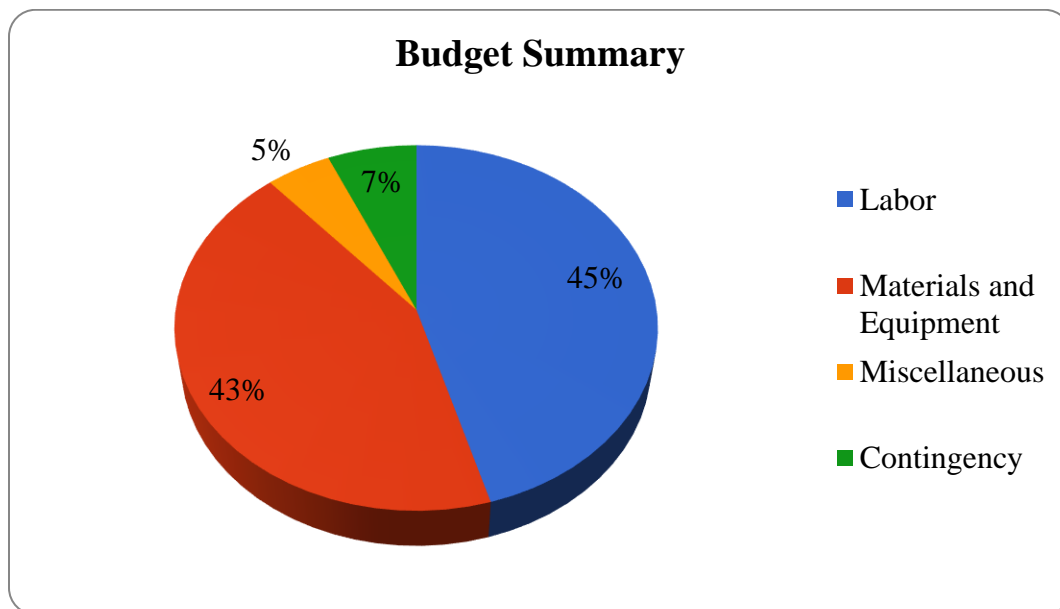


Figure 7.1.2 Budget Summary Chart

## 7.2 Budget Justification

The budgeting was based on the project schedule and the resource allocation plan. The labor costs for the project team were developed on a per hour basis, using approved hourly rates. A contingency of 7% is taken into consideration to account for any unexpected expenses that might occur during the implementation of the project. Table 7.2.1 shows the budget breakdown for each major activity category and the breakdown per month for each category. Refer to Appendix D-1 for the detailed budgeting and Appendix D-2 for the labor and materials & equipment costs breakdown.

No.	Activity	Estimated Cost	Jan-20	Feb-20	Mar-20	Apr-20	May-20
1	Project Management	\$1,500	1500	-	-	-	-
2	Job Fair Venue	\$600	\$240	\$360	-	-	-
3	Job Fair Students	\$1,700	-	\$1,700	-	-	-
4	Job Fair Employers	\$900	-	-	900	-	-
5	Job Fair Resources	\$6,900	-	\$2,760	\$4,140	-	-
6	Job Fair Day	\$8,000	-	-	-	8000	-
7	Project Closure	\$1,500	-	-	-	-	1500
	<b>Total</b>	<b>\$21,100</b>	<b>\$1,740</b>	<b>\$4,820</b>	<b>\$5,040</b>	<b>\$8,000</b>	<b>\$1,500</b>

Table 7.2.1 Budget Breakdown

## 7.3 Resource Allocation

A Resource Allocation Plan (RAP) was developed based on the WBS to ensure proper allocation of resources and budget, while factoring overheads and contingencies. The RAP accounts for the labor, material, administration and other miscellaneous costs incurred during the project duration. Refer to Appendix E for the detailed Resource Allocation Plan (RAP) based on the WBS.

## **8.0 TEAM CREDENTIALS**

### **Varun Choudhary**

Varun Choudhary is a final semester graduate student pursuing Engineering Management at Northeastern University. He has over 3 years of work experience as a project engineer at Indo Rama Synthetic Pvt. Ltd., India's second largest polyester manufacturing company. He has successfully handled two projects with a budget of over \$10 million. He excelled at working on a vertical dealing with operations and coordination daily between the different department and the people for the successful implementation of the routine task. He is also adept in ISO implementation and KAIZEN methodology. His experience and skills acquired will help him to execute his role efficiently as an Operations Coordinator for this project.

### **Aditya Malviya**

Aditya Malviya is an Engineering Management graduate student at Northeastern University with specialization in Project Management. With more than 7 years of experience in the manufacturing industry, he is skilled in project management, team handling, and industrial automation. He has worked in Ruchi Soya Industries Limited, India's largest producer of edible oil, as Senior Engineer in Automation and Calibration department. During his job he has successfully completed projects like Installation of New PLC system, SCADA, Filling Machine and erection and commissioning of new automation system for the company. As a Project Manager, he will be using his previous project experience and knowledge for the successful completion of this project.

### **Rahul Muni**

Rahul Muni is a graduate student pursuing a master's degree in Engineering Management at Northeastern University. Having started his career in 2011 as a SAP analyst, it has been around 8 years for him in the field of IT. Rahul has worked in companies such as KPMG, TCS, Capgemini, and Bayer as a SAP consultant. As a project coordinator, he has worked on five SAP implementation and enhancement projects for international clients. Recently, he was associated with CBS Interactive in California as a Project Management Intern, where he was working on Agile Project Management. He will be utilizing his strong technical and functional background coupled with excellent managerial and strategizing skills to execute his role as an effective Project Coordinator.

### **Karan Parikh**

Karan Parikh is a mechanical engineer who graduated in 2017. He worked for a Formula Student team called Orion Racing India which is India's best team and was involved in making and presenting the business plan presentation which involved incorporating concepts of product lifecycle planning scheduling and project management. He was also part of an award-winning cost and manufacturing report team at Formula Student Germany and Italy. He has worked as a production trainee intern at a small injection molding, smelting and electrical component

manufacturing company where he used inventory management techniques and lean practices like kaizen, Poka-yoke, and 5s. His international exposure, teamwork and supply chain experience makes him perfect candidate for the position of Relations and Supply Head for this project.

### **Shefali Shekhawat**

Shefali Shekhawat is a graduate student pursuing Engineering Management at Northeastern University. Prior to this, she worked at Pantos Logistics as an Intern on a project for minimizing the inbound and outbound lead time of a distribution center. She has successfully implemented lean methodologies and maintained 5S norms to improve efficiency and speed of warehouse operations. She has well-established credentials on project management, leadership, and efficiency in working as a team. As a Process and System and Integration in-charge, she can evaluate, transform and come up with the planning required for the success of this project

### **Anju Venugopalan**

Anju Venugopalan is currently pursuing her master's degree in Engineering Management at Northeastern University. She had the opportunity to intern at Larsen and Toubro Ltd. for the Kochi Metro Rail project where she conducted safety audits and reviewed the integrated management system amongst other responsibilities. She also published an article based on her final year project on "Stabilization of seepage induced soil mass movements using sand drains", in the Geotechnical Engineering Journal of the SEAGS & AGSSEA in December 2017. She is an efficient team-worker and leader, both the skills acquired and developed while working as a Sales Executive and later as the Sales Head at Al Shams Printing and Packaging, Riyadh, Saudi Arabia. With a proven record for inspection and audit in Larsen and Toubro and leadership skill, she is an excellent match and perfect fit for the role of Project Administrator and Inspection Head.

## 9.0 REFERENCES

ABUHAV, I. (2014). 9 PERFORMANCE EVALUATION [Blog]. Retrieved from <http://9001quality.com/internal-audit-results-audit-report-iso-9001-part-2/>

## APPENDICES

### Appendix A: Work Break-down Structure

<b>Engineering Job Fair</b>
<b>1 Project Management</b>
1.1 Project Objectives
1.1.1 Develop Project Objectives
1.1.2 Review Objectives
1.1.3 Approve Objectives
1.2 Project Scope and Resources
1.2.1 Develop Project Scope
1.2.2 Develop Resource Plan
1.2.3 Develop Project charter and WBS
1.2.4 Review Scope, Resources, Project charter and WBS
1.2.5 Approve Scope, Resources, Project charter and WBS
1.3 Project Budget and Schedule
1.3.1 Develop Project Budget
1.3.2 Define schedule
1.3.3 Review Project schedule and budget
1.3.4 Approve project schedule and budget
1.4 Project Risk Assessment
1.4.1 Develop risk assessment matrix
1.4.2 Define RACI
1.4.3 Quantify risks
1.4.4 Approve risk assessment matrix and RACI
1.5 Project Kick-off
1.5.1 Identify attending members for the kick-off meeting
1.5.2 Develop meeting agenda
1.5.3 Hold kick-off meeting
<b>2 Job Fair Venue</b>
2.1 Venue Selection
2.1.1 Develop requirements for the job fair
2.1.2 Finalize list of available halls in the University
2.1.3 Evaluate the available venues
2.1.4 Finalize the venue
2.2 Venue Reservation

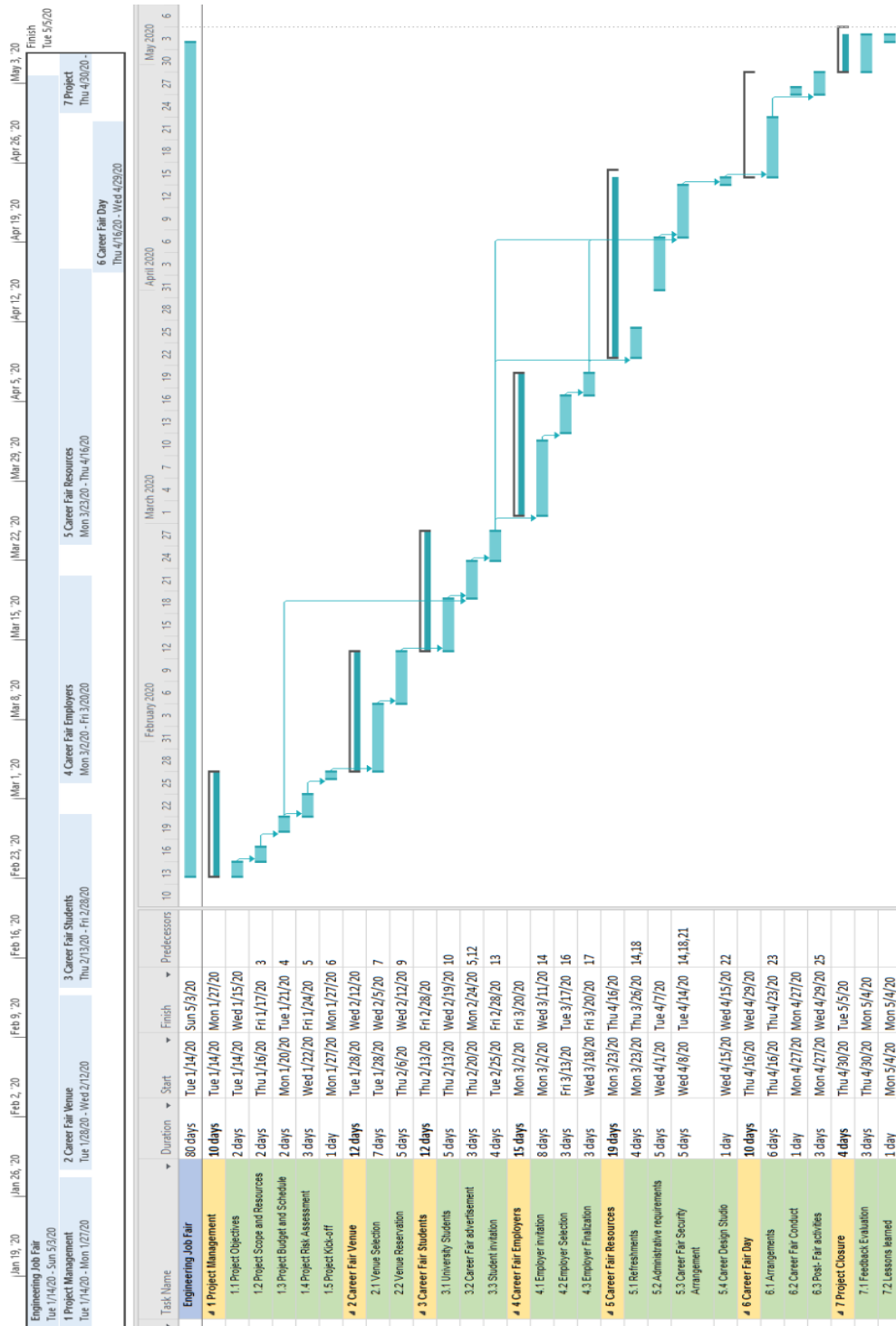
2.2.1 Gather booking requirements for the selected venue
2.2.2 Complete venue reservation
<b>3 Job Fair Students</b>
<b>3.1 University Students</b>
3.1.1 Develop list of students from Mechanical, Industrial and Engineering Management domains
3.1.2 Prepare a student survey questionnaire
3.1.3 Conduct survey to analyze the student expectations from the job fair
3.1.4 Shortlist the students graduating in May 2019
3.1.5 Finalize student lists with their email IDs
<b>3.2 Job Fair advertisement</b>
3.2.1 Contact university empaneled vendor for designing advertising material
3.2.2 Finalize requirements
3.2.3 Finalize poster designs
3.2.4 Display of posters
<b>3.3 Student invitation</b>
3.3.1 Develop content for invitation
3.3.2 Review content
3.3.3 Approve content
3.3.4 Email invitations to selected students
3.3.5 Evaluate responses from students
3.3.6 Prepare final list of attending students
<b>4 Career Fair Employers</b>
<b>4.1 Employer invitation</b>
4.1.1 Develop content for invitation
4.1.2 Review invitation content
4.1.3 Finalize invitation content
<b>4.2 Employer Selection</b>
4.2.1 Perform market research on companies in the Mechanical, Industrial and Engineering Management domains
4.2.2 Evaluate employers
4.2.3 Finalize employers for sending invitations
<b>4.3 Employer Finalization</b>
4.3.1 Send invitation to selected employers
4.3.2 Evaluate responses from employers
4.3.3 Confirm employers
4.3.4 Finalize list of attending employers

<b>5 Job Fair Resources</b>
5.1 Refreshments
5.1.1 Finalize list of refreshments to be provided
5.1.2 Vendor contract for providing refreshments
5.1.3 Complete vendor payments
5.1.4 Miscellaneous arrangements for providing refreshments
5.2 Administrative requirements
5.2.1 Finalize student volunteers
5.2.2 Training of student volunteers
5.2.3 Finalize arrangements for logistical requirements on the career fair
5.2.4 Distribute lanyards to the enrolled students
5.3 Job Fair Security Arrangement
5.3.1 Brief NUPD on the career fair requirements
5.3.2 Finalize supervising NUPD officials for the fair
5.3.3 Make arrangements for the NUPD officials
5.4 Career Design Studio
5.4.1 Conduct meetings with the Career design team
5.4.2 Finalize members of career design team
5.4.3 Set Up appointments with career design team
<b>6 Job Fair Day</b>
6.1 Arrangements
6.1.1 Assigning positions to volunteers
6.1.2 Ensuring security arrangement with NUPD
6.1.3 Complete arrangements for the employers
6.1.4 Setting up the career fair venue
6.1.5 Employer tabling activities
6.1.6 Providing refreshments arranged for the fair
6.2 Conduct Job Fair
6.2.1 Career fair monitoring activities
6.2.2 Issue resolution, if any
6.2.3 Administrative support throughout the fair
6.3 Post- Fair activities
6.3.1 Venue clearance with the administration department
6.3.2 Reconciliation of the returned items
6.3.3 Clearing vendor dues, if any
6.3.4 De-brief meeting with NUPD
6.3.5 De-brief meeting with volunteers and university staff



6.3.6 Sending feedback forms to students
6.3.7 Sending feedback forms to employers
<b>7 Project Closure</b>
<b>7.1 Feedback Evaluation</b>
7.1.1 Sending thank-you emails to employers and students with feedback forms
7.1.2 Collect feedback from students and employers
7.1.3 Evaluate feedback received from students
7.1.4 Evaluate feedback received from employers
7.1.5 Prepare feedback report
<b>7.2 Lessons learned</b>
7.2.1 Develop lessons learned report
7.2.2 Document lessons learned

## Appendix B: Project Schedule



## Appendix C: RACI Matrix

### Project Team Members

ID	TASK	Aditya Malviya (Project Manager)	Rahul Muni (Project Co-ordinator)	Varun Choudhary (Operations Co-ordinator)	Karan Parikh (Relations & Supply Head)	Shafali Shekhawat (Process & System Integration)	Anju Venugopalan (Admin & Inspection Head)	Stakeholders	Vendors
	<b>Engineering Job Fair</b>								
1	<b>1 Project Management</b>								
2	1.1 Project Objectives			R		A			
3	1.1.1 Develop Project Objectives	R	R	A		I	I		
4	1.1.2 Review Objectives			A	R	I	R		
5	1.1.3 Approve Objectives			R, A		R			
6	1.2 Project Scope and Resources			A	R	R	R		
7	1.2.1 Develop Project Scope			I	R		R	C	
8	1.2.2 Develop Resource Plan			A	R	A	R	C	
9	1.2.3 Develop Project charter and WBS	R, A	R		I			I	
10	1.2.4 Review Scope, Resources, Project charter and WBS	C	C	A	R		R		
11	1.2.5 Approve Scope, Resources, Project charter and WBS	I	I	A	R	A		I	
12	1.3 Project Budget and Schedule	A	I	R	I	R	A		
13	1.3.1 Develop Project Budget	A	R		I				
14	1.3.2 Define schedule		C	R	I	R	A		
15	1.3.3 Review Project schedule and budget	R	A		I	C	R		
16	1.3.4 Approve project schedule and budget	A	A		I	I	A		
17	1.4 Project Risk Assessment	A	C	I	A	C	R		
18	1.4.1 Develop risk assessment matrix	A			R		R		
19	1.4.2 Define RACI	I		A	R		C		
20	1.4.3 Quantify risks	A	C	R		R			
21	1.4.4 Approve risk assessment matrix and RACI	R		I		C	A		
22	1.5 Project Kick-off	I		A		R			
23	1.5.1 Identify attending members for the kick-off meeting		A	C		R	I		
24	1.5.2 Develop meeting agenda	C	R	I			I		
25	1.5.3 Hold kick-off meeting	R	I	I	I	I			
26	<b>2 Job Fair Venue</b>								
27	2.1 Venue Selection	R	A	C	I		I	C,I	
28	2.1.1 Develop requirements for the job fair	R	I	A	I	I	I	C	I
29	2.1.2 Finalize list of available halls in the University	R	A	R	R	I		I	I
30	2.1.3 Evaluate the available venues	A	R	R		I			
31	2.1.4 Finalize the venue	R	R	R	I	I	A	I	
32	2.2 Venue Reservation	I	R	A	I	I		I	I
33	2.2.1 Gather booking requirements for the selected venue	R		R	A	A	R		
34	2.2.2 Complete venue reservation	R	A				I		
35	<b>3 Job Fair Students</b>								
36	3.1 University Students		R	A	R		I	I	
37	3.1.1 Develop list of students from Mechanical, Industrial and Engineering Management domains	C	R			I	R	C,I	
38	3.1.2 Prepare a student survey questionnaire	R	C			C	A		
39	3.1.3 Conduct survey to analyze the student expectations from the job fair		R	R	C	I	A	C,I	
40	3.1.4 Shortlist the students graduating in May 2019	A	I				R	I	I
41	3.1.5 Finalize student lists with their email IDs	C	C		A		R	I	
42	3.2 Job Fair advertisement	C	I	A	R		I		
43	3.2.1 Contact university empaneled vendor for designing advertising material	I	R	I	A	C	I	I	
44	3.2.2 Finalize requirements		C		C	R	A		I
45	3.2.3 Finalize poster designs		R	I	A	I			I
46	3.2.4 Display of posters	A	R		I	I	R	I	I
47	3.3 Student invitation	I	C	I	R	I	A	I	C
48	3.3.1 Develop content for invitation		C		A	R	I		I
49	3.3.2 Review content	A			R	R			
50	3.3.3 Approve content	R	C	A					I
51	3.3.4 Email invitations to selected students	I		A	R	R	I	I	
52	3.3.5 Evaluate responses from students		C			A	R		
53	3.3.6 Prepare final list of attending students	A					R	I	
54	<b>4 Career Fair Employers</b>								I
55	4.1 Employer invitation		R	A	A	I	I	I	

56	4.1.1 Develop content for invitation		A		R	I			
57	4.1.2 Review invitation content	R				A			
58	4.1.3 Finalize invitation content	R	I		I	A		I	
59	4.2 Employer Selection		R	A		I	A	C,I	
60	4.2.1 Perform market research on companies in the Mechanical, Industrial and Engineering Management domains	A	R	I				C	
61	4.2.2 Evaluate employers	R	A					C	
62	4.2.3 Finalize employers for sending invitations	I	R	I		A	I		
63	4.3 Employer Finalization		R			I	A	I	
64	4.3.1 Send invitation to selected employers				R		A		
65	4.3.2 Evaluate responses from employers	A		A			R		
66	4.3.3 Confirm employers	R	A				I	I	
67	4.3.4 Finalize list of attending employers		C	A			R	I	
68	5 Job Fair Resources								
69	5.1 Refreshments								
70	5.1.1 Finalize list of refreshments to be provided	C		A	I	R			
71	5.1.2 Vendor contract for providing refreshments	R	C	I	I	A			I
72	5.1.3 Complete vendor payments	A				I	R		I
73	5.1.4 Miscellaneous arrangements for providing refreshments	I		A	R		I	I	I
74	5.2 Administrative requirements	I	C	I	A	I	R		I
75	5.2.1 Finalize student volunteers	A	R	R	I	C,I	I		
76	5.2.2 Training of student volunteers	C	R	A					
77	5.2.3 Finalize arrangements for logistical requirements on the career fair	I	C	I	R	A	A		
78	5.2.4 Distribute lanyards to the enrolled students		I	R		A	C	I	I
79	5.3 Job Fair Security Arrangement	A	R	I					
80	5.3.1 Brief NUPD on the career fair requirements		R	A				I	
81	5.3.2 Finalize supervising NUPD officials for the fair	A	R	A	I		I	I	
82	5.3.3 Make arrangements for the NUPD officials	R			A	I			
83	5.4 Career Design Studio	I	R, A				I	I	I
84	5.4.1 Conduct meetings with the Career design team		R			A	I		
85	5.4.2 Finalize members of career design team	A	R					I	
86	5.4.3 Set Up appointments with career design team	I	R	I			A		
87	6 Job Fair Day								
88	6.1 Arrangements	A	C	A	R	R	I	I	
89	6.1.1 Assigning positions to volunteers	A		R	I	R	I	I	I
90	6.1.2 Ensuring security arrangement with NUPD	R	A						I
91	6.1.3 Complete arrangements for the employers	A			R		C		
92	6.1.4 Setting up the career fair venue	A	C	R		R		I	R
93	6.1.5 Employer tabling activities	A	C		R			I	R
94	6.1.6 Providing refreshments arranged for the fair	R		R	A	I			R
95	6.2 Conduct Job Fair	A	C	R	I	I	C	R	R
96	6.2.1 Career fair monitoring activities	R	A	R					R
97	6.2.2 Issue resolution, if any	R	A	R			I	I	
98	6.2.3 Administrative support throughout the fair	A					R	I	I
99	6.3 Post- Fair activities	C	C	R	R	A	C	R	
100	6.3.1 Venue clearance with the administration department	R		R	R	A	R	R	R
101	6.3.2 Reconciliation of the returned items			I	A	R	I		R
102	6.3.3 Clearing vendor dues, if any	R			C		A		I
103	6.3.4 De-brief meeting with NUPD		R	A					I
104	6.3.5 De-brief meeting with volunteers and university staff	R	R	A					
105	6.3.6 Sending feedback forms to students	A	R		C		I	I	
106	6.3.7 Sending feedback forms to employers	A	R		C		I	I	
107	7 Project Closure								
108	7.1 Feedback Evaluation	I	C	I	C	A	R	R	
109	7.1.1 Sending thank-you emails to employers and students with feedback forms		A		R	I	I	I	
110	7.1.2 Collect feedback from students and employers		R				A	R	
111	7.1.3 Evaluate feedback received from students	I	R	I	I	R	A	I	
112	7.1.4 Evaluate feedback received from employers	I	R	I	I	R	A	I	I
113	7.1.5 Prepare feedback report	I	I	I	I	A	R	I	I
114	7.2 Lessons learned	I	I	I	I	R	C	C	
115	7.2.1 Develop lessons learned report	I	A	I	I	R	C		C
116	7.2.2 Document lessons learned	I	I	I	I	A	R	I	

R	Responsible
A	Accountable
C	Consult
I	Inform

## Appendix D: Budget Justification

ID	TASK	Aditya Malviya (Project Manager)	Rahul Muni (Project Co-ordinator)	Varun Choudhary (Operations Co-ordinator)	Karan Parikh (Relations & Supply Head)	Shefali Shekhawat (Process & System Integration)	Anju Venugopalan (Admin & Inspection Head)	Labor Sub-Total	Vendors and Stakeholders	TOTAL
	Wage ( per hour )	\$20	\$18	\$16	\$17	\$15	\$14			
	Engineering Job Fair									
1	1 Project Management	19	16	12	11	14	9	\$1,383	0	\$1,383
2	1.1 Project Objectives	3	2	1	1	3	1	\$188	\$0	\$188
3	1.1.1 Develop Project Objectives	1	1	1	1	1	1	\$100		\$100
4	1.1.2 Review Objectives		1			2		\$48		\$48
5	1.1.3 Approve Objectives	2						\$40		\$40
6	1.2 Project Scope and Resources	5	4	3	2	6	3	\$386	\$0	\$386
7	1.2.1 Develop Project Scope	1	1	1	1	1	1	\$100		\$100
8	1.2.2 Develop Resource Plan	1	1	1		1	1	\$83		\$83
9	1.2.3 Develop Project charter and WBS	2	1	1	1	3	1	\$150		\$150
10	1.2.4 Review Scope, Resources, Project charter and WBS		1			1		\$33		\$33
11	1.2.5 Approve Scope, Resources, Project charter and WBS	1						\$20		\$20
12	1.3 Project Budget and Schedule	4	3	4	3	2	2	\$307	\$0	\$307
13	1.3.1 Develop Project Budget	1	1	1	1		1	\$85		\$85
14	1.3.2 Define schedule	1	1	3	1	1	1	\$132		\$132
15	1.3.3 Review Project schedule and budget		1		1	1		\$50		\$50
16	1.3.4 Approve project schedule and budget	2						\$40		\$40
17	1.4 Project Risk Assessment	4	4	3	3	2	3	\$323	\$0	\$323
18	1.4.1 Develop risk assessment matrix	1	2	1	1	1	1	\$118		\$118
19	1.4.2 Define RACI	1	1	1	1	1	1	\$100		\$100
20	1.4.3 Quantify risks	1	1	1	1		1	\$85		\$85
21	1.4.4 Approve risk assessment matrix and RACI	1						\$20		\$20
22	1.5 Project Kick-off	3	3	1	2	1	0	\$179	\$0	\$179
23	1.5.1 Identify attending members for the kick-off meeting	1			1	1		\$52		\$52
24	1.5.2 Develop meeting agenda		2	1	1			\$69		\$69
25	1.5.3 Hold kick-off meeting	2	1					\$58		\$58
26	2 Job Fair Venue	6	6	9	3	5	4	\$554	\$0	\$554
27	2.1 Venue Selection	5	5	5	2	3	1	\$363	\$0	\$363
28	2.1.1 Develop requirements for the job fair	2	2	2	1	1		\$140		\$140
29	2.1.2 Finalize list of available halls in the University	1	1	1		1	1	\$83		\$83
30	2.1.3 Evaluate the available venues	1	1	1	1	1		\$86		\$86
31	2.1.4 Finalize the venue	1	1	1				\$54		\$54
32	2.2 Venue Reservation	1	1	4	1	2	3	\$191	\$0	\$191
33	2.2.1 Gather booking requirements for the selected venue	1		2	1	2	1	\$113		\$113
34	2.2.2 Complete venue reservation		1	2			2	\$78		\$78
35	3 Job Fair Students	13	9	10	11	15	6	\$1,078	\$500	\$1,578
36	3.1 University Students	6	2	4	3	7	3	\$418	\$0	\$418
37	3.1.1 Develop list of students from Mechanical, Industrial and Engineering Management domains	1	1	2		1	1	\$99		\$99
38	3.1.2 Prepare a student survey questionnaire	1			1	1		\$52		\$52
39	3.1.3 Conduct survey to analyze the student expectations from the job fair		1		1	2		\$65		\$65
40	3.1.4 Shortlist the students graduating in May 2019	2		1		1	1	\$85		\$85
41	3.1.5 Finalize student lists with their email IDs	2		1	1	2	1	\$117		\$117
42	3.2 Job Fair advertisement	3	3	3	4	3	0	\$275	\$500	\$775
43	3.2.1 Contact university empaneled vendor for designing advertising material		2	1	1	1		\$84		\$84
44	3.2.2 Finalize requirements	1	1	1	1	1		\$86		\$86
45	3.2.3 Finalize poster designs	2			1			\$57		\$57
46	3.2.4 Display of posters			1	1	1		\$48	\$500	\$548
47	3.3 Student invitation	4	4	3	4	5	3	\$385	0	\$385
48	3.3.1 Develop content for invitation		1	1	1	1		\$66		\$66
49	3.3.2 Review content		2		1	1		\$68		\$68
50	3.3.3 Approve content	2						\$40		\$40
51	3.3.4 Email invitations to selected students				1	1	1	\$46		\$46
52	3.3.5 Evaluate responses from students			1	1	1	1	\$62		\$62
53	3.3.6 Prepare final list of attending students	2	1	1		1	1	\$103		\$103
ID	TASK	Aditya Malviya (Project Manager)	Rahul Muni (Project Co-ordinator)	Varun Choudhary (Operations Co-ordinator)	Karan Parikh (Relations & Supply Head)	Shefali Shekhawat (Process & System Integration)	Anju Venugopalan (Admin & Inspection Head)	Labor Sub-Total	Vendors and Stakeholders	TOTAL

54	4 Career Fair Employers	11	7	5	7	8	7	\$763	\$0	\$763
55	4.1 Employer invitation	2	2	1	2	2	2	\$184	\$0	\$184
56	4.1.1 Develop content for invitation			1	1	1	1	\$62		\$62
57	4.1.2 Review invitation content		2			1	1	\$65		\$65
58	4.1.3 Finalize invitation content	2			1			\$57		\$57
59	4.2 Employer Selection	4	3	2	2	3	1	\$259	\$0	\$259
60	4.2.1 Perform market research on companies in the Mechanical, Industrial and Engineering Management domains		1	1	1	1		\$66		\$66
61	4.2.2 Evaluate employers	2	1	1	1	1	1	\$120		\$120
62	4.2.3 Finalize employers for sending invitations	2	1			1		\$73		\$73
63	4.3 Employer Finalization	5	2	2	3	3	4	\$320	\$0	\$320
64	4.3.1 Send invitation to selected employers	1	1		1		1	\$69		\$69
65	4.3.2 Evaluate responses from employers			1	1	2	1	\$77		\$77
66	4.3.3 Confirm employers	2	1		1		1	\$89		\$89
67	4.3.4 Finalize list of attending employers	2		1		1	1	\$85		\$85
68	5 Job Fair Resources	15	17	14	17	9	9	\$1,380	\$5,000	\$6,380
69	5.1 Refreshments	2	0	2	4	3	0	\$185	\$2,500	\$2,685
70	5.1.1 Finalize list of refreshments to be provided	2			1	1		\$72		\$72
71	5.1.2 Vendor contract for providing refreshments			1	1	1		\$48	\$2,000	\$2,048
72	5.1.3 Complete vendor payments				1			\$17		\$17
73	5.1.4 Miscellaneous arrangements for providing refreshments			1	1	1		\$48	\$500	\$548
74	5.2 Administrative requirements	4	4	5	4	2	4	\$386	\$2,000	\$2,386
75	5.2.1 Finalize student volunteers	2	1	1		1	1	\$103		\$103
76	5.2.2 Training of student volunteers		1	1	1			\$51		\$51
77	5.2.3 Finalize arrangements for logistical requirements on the career fair	2		1	2		1	\$104	\$1,500	\$1,604
78	5.2.4 Distribute lanyards to the enrolled students		2	2	1	1	2	\$128	\$500	\$628
79	5.3 Job Fair Security Arrangement	5	5	3	5	1	1	\$352	\$500	\$852
80	5.3.1 Brief NUPD on the career fair requirements	2	1	1	1			\$91		\$91
81	5.3.2 Finalize supervising NUPD officials for the fair	2	2	1	2	1	1	\$155		\$155
82	5.3.3 Make arrangements for the NUPD officials	1	2	1	2			\$106	\$500	\$606
83	5.4 Career Design Studio	4	8	4	4	3	4	\$457	\$0	\$457
84	5.4.1 Conduct meetings with the Career design team	1	4	2	2	2	2	\$216		\$216
85	5.4.2 Finalize members of career design team	2	2		1	1	1	\$122		\$122
86	5.4.3 Set Up appointments with career design team	1	2	2	1		1	\$119		\$119
87	6 Job Fair Day	24	30	31	32	26	34	\$2,926	\$4,500	\$7,426
88	6.1 Arrangements	9	16	19	16	13	9	\$1,365	\$3,000	\$4,365
89	6.1.1 Assigning positions to volunteers	1	2	2	2		1	\$136		\$136
90	6.1.2 Ensuring security arrangement with NUPD	1	2	2	2		1	\$136		\$136
91	6.1.3 Complete arrangements for the employers	2	4	2	4	2	1	\$256	\$1,000	\$1,256
92	6.1.4 Setting up the career fair venue	2	4	6	2	6	4	\$388	\$1,000	\$1,388
93	6.1.5 Employer tabling activities	1	2	5	2	3	2	\$243	\$500	\$743
94	6.1.6 Providing refreshments arranged for the fair	2	2	2	4	2		\$206	\$500	\$706
95	6.2 Conduct Job Fair	7	4	7	4	6	8	\$594	\$1,000	\$1,594
96	6.2.1 Career fair monitoring activities	5	3	3	2	2		\$266	\$500	\$766
97	6.2.2 Issue resolution, if any	2	1	3	1	3		\$168	\$500	\$668
98	6.2.3 Administrative support throughout the fair			1	1	1	8	\$160		\$160
99	6.3 Post- Fair activities	8	10	5	12	7	17	\$967	\$500	\$1,467
100	6.3.1 Venue clearance with the administration department	1		2	3	1	10	\$258	\$500	\$758
101	6.3.2 Reconciliation of the returned items	1	2	1	1	1	1	\$118		\$118
102	6.3.3 Clearing vendor dues, if any				2	1	2	\$77		\$77
103	6.3.4 De-brief meeting with NUPD	2	2	1	1	1	1	\$138		\$138
104	6.3.5 De-brief meeting with volunteers and university staff	2	2	1	1	1	1	\$138		\$138
105	6.3.6 Sending feedback forms to students	1	2		2	1	1	\$119		\$119
106	6.3.7 Sending feedback forms to employers	1	2		2	1	1	\$119		\$119
107	7 Project Closure	27	19	4	13	7	9	\$1,398	\$0	\$1,398
108	7.1 Feedback Evaluation	19	13	1	10	4	6	\$944	\$0	\$944
109	7.1.1 Sending thank-you emails to employers and students with feedback forms	2	1		3		2	\$137		\$137
110	7.1.2 Collect feedback from students and employers	2	3		2	1	2	\$171		\$171
111	7.1.3 Evaluate feedback received from students	3	3		2		1	\$162		\$162
112	7.1.4 Evaluate feedback received from employers	4	3		2		1	\$182		\$182
113	7.1.5 Prepare feedback report	8	3	1	1	3	0	\$292		\$292
114	7.2 Lessons learned	8	6	3	3	3	3	\$454	\$0	\$454
115	7.2.1 Develop lessons learned report	2	2	2	2	2	2	\$200		\$200
116	7.2.2 Document lessons learned	6	4	1	1	1	1	\$254		\$254
117	Sub-Total	115	104	85	94	84	78	9,482	10,000	19,482
								7 % Contingency		\$1,364
								TOTAL		\$20,846

### Personnel Cost

No.	Personnel	Cost (Per hour)	No. of Hours	Total Cost
1	Project Manager	\$20	115	\$2,300
2	Project Co-ordinator	\$18	104	\$1,872
3	Relations and Supply Head	\$17	94	\$1,598
4	Process and system Integration	\$15	84	\$1,260
5	Operations Coordinator	\$16	85	\$1,360
6	Administrator and Inspection Head	\$14	78	\$1,092
TOTAL			560	\$9,482.00

Note:

- Number of hours per Personnel based on the Resource Allocation Plan.
- Costs does not include Contingency.

### Third-Party Vendors/Stakeholders Cost

No.	Items	Total Cost
1	Venue Arrangements	\$3,500
2	Refreshments	\$3,000
3	Posters and Lanyards	\$1,000
4	Logistics	\$1,500
5	Miscellaneous	\$1,000
TOTAL		\$10,000

## Appendix E: Resource Allocation Plan

ID	TASK	Aditya Malviya (Project Manager)	Rahul Muni (Project Co-ordinator)	Varun Choudhary (Operations Co-ordinator)	Karan Parikh (Relations & Supply Head)	Shefali Shekhawat (Process & System Integration)	Anju Venugopalan (Admin & Inspection Head)	Vendors
	<b>Total Duration ( Hours )</b>	<b>115</b>	<b>104</b>	<b>85</b>	<b>94</b>	<b>84</b>	<b>85</b>	<b>20</b>
	<b>Engineering Job Fair</b>							
1	<b>1 Project Management</b>	17%	15%	14%	12%	17%	12%	0%
2	1.1 Project Objectives	3%	2%	1%	1%	4%	1%	0%
3	1.1.1 Develop Project Objectives	1%	1%	1%	1%	1%	1%	0%
4	1.1.2 Review Objectives	0%	1%	0%	0%	2%	0%	0%
5	1.1.3 Approve Objectives	2%	0%	0%	0%	0%	0%	0%
6	<b>1.2 Project Scope and Resources</b>	4%	4%	4%	2%	7%	4%	0%
7	1.2.1 Develop Project Scope	1%	1%	1%	1%	1%	1%	0%
8	1.2.2 Develop Resource Plan	1%	1%	1%	0%	1%	1%	0%
9	1.2.3 Develop Project charter and WBS	2%	1%	1%	1%	4%	1%	0%
10	1.2.4 Review Scope, Resources, Project charter and WBS	0%	1%	0%	0%	1%	0%	0%
11	1.2.5 Approve Scope, Resources, Project charter and WBS	1%	0%	0%	0%	0%	0%	0%
12	<b>1.3 Project Budget and Schedule</b>	3%	3%	5%	3%	2%	3%	0%
13	1.3.1 Develop Project Budget	1%	1%	1%	1%	0%	1%	0%
14	1.3.2 Define schedule	1%	1%	4%	1%	1%	1%	0%
15	1.3.3 Review Project schedule and budget	0%	1%	0%	1%	1%	0%	0%
16	1.3.4 Approve project schedule and budget	2%	0%	0%	0%	0%	0%	0%
17	<b>1.4 Project Risk Assessment</b>	3%	4%	4%	3%	2%	4%	0%
18	1.4.1 Develop risk assessment matrix	1%	2%	1%	1%	1%	1%	0%
19	1.4.2 Define RACI	1%	1%	1%	1%	1%	1%	0%
20	1.4.3 Quantify risks	1%	1%	1%	1%	0%	1%	0%
21	1.4.4 Approve risk assessment matrix and RACI	1%	0%	0%	0%	0%	0%	0%
22	<b>1.5 Project Kick-off</b>	3%	3%	1%	2%	1%	0%	0%
23	1.5.1 Identify attending members for the kick-off meeting	1%	0%	0%	1%	1%	0%	0%
24	1.5.2 Develop meeting agenda	0%	2%	1%	1%	0%	0%	0%
25	1.5.3 Hold kick-off meeting	2%	1%	0%	0%	0%	0%	0%
26	<b>2 Job Fair Venue</b>	5%	6%	11%	3%	6%	5%	13%
27	2.1 Venue Selection	4%	5%	6%	2%	4%	1%	0%
28	2.1.1 Develop requirements for the job fair	2%	2%	2%	1%	1%	0%	0%
29	2.1.2 Finalize list of available halls in the University	1%	1%	1%	0%	1%	1%	0%
30	2.1.3 Evaluate the available venues	1%	1%	1%	1%	1%	0%	0%
31	2.1.4 Finalize the venue	1%	1%	1%	0%	0%	0%	0%
32	<b>2.2 Venue Reservation</b>	1%	1%	5%	1%	2%	4%	13%
33	2.2.1 Gather booking requirements for the selected venue	1%	0%	2%	1%	1%	1%	0%
34	2.2.2 Complete venue reservation	0%	1%	1%	0%	0%	1%	0%
35	<b>3 Job Fair Students</b>	11%	9%	12%	12%	18%	8%	4%
36	3.1 University Students	5%	2%	5%	3%	8%	4%	0%
37	3.1.1 Develop list of students from Mechanical, Industrial and Engineering Management domains	1%	1%	2%	0%	1%	1%	0%
38	3.1.2 Prepare a student survey questionnaire	1%	0%	0%	1%	1%	0%	0%
39	3.1.3 Conduct survey to analyze the student expectations from the job fair	0%	1%	0%	1%	2%	0%	0%
40	3.1.4 Shortlist the students graduating in May 2019	2%	0%	1%	0%	1%	1%	0%
41	3.1.5 Finalize student lists with their email IDs	2%	0%	1%	1%	2%	1%	0%
42	<b>3.2 Job Fair advertisement</b>	3%	3%	4%	4%	4%	0%	4%
43	3.2.1 Contact university empaneled vendor for designing advertising material	0%	2%	1%	1%	1%	0%	0%
44	3.2.2 Finalize requirements	1%	1%	1%	1%	1%	0%	0%
45	3.2.3 Finalize poster designs	2%	0%	0%	1%	0%	0%	0%
46	3.2.4 Display of posters	0%	0%	1%	1%	1%	0%	4%
47	<b>3.3 Student invitation</b>	3%	4%	4%	4%	6%	4%	0%
48	3.3.1 Develop content for invitation	0%	1%	1%	1%	1%	0%	0%
49	3.3.2 Review content	0%	2%	0%	1%	1%	0%	0%
50	3.3.3 Approve content	2%	0%	0%	0%	0%	0%	0%



ID	TASK	Aditya Malviya (Project Manager)	Rahul Muni (Project Co-ordinator)	Varun Choudhary (Operations Co-ordinator)	Karan Parikh (Relations & Supply Head)	Shafali Shekhawat (Process & System Integration)	Anju Venugopalan (Admin & Inspection Head)	Vendors
51	3.3.4 Email invitations to selected students	0%	0%	0%	1%	1%	1%	0%
52	3.3.5 Evaluate responses from students	0%	0%	1%	1%	1%	1%	0%
53	3.3.6 Prepare final list of attending students	2%	1%	1%	0%	1%	1%	0%
54	4 Career Fair Employers	10%	7%	6%	7%	10%	9%	0%
55	4.1 Employer invitation	2%	2%	1%	2%	2%	3%	0%
56	4.1.1 Develop content for invitation	0%	0%	1%	1%	1%	1%	0%
57	4.1.2 Review invitation content	0%	2%	0%	0%	1%	1%	0%
58	4.1.3 Finalize invitation content	2%	0%	0%	1%	0%	0%	0%
59	4.2 Employer Selection	3%	3%	2%	2%	4%	1%	0%
60	4.2.1 Perform market research on companies in the Mechanical, Industrial and Engineering Management domains	0%	1%	1%	1%	1%	0%	0%
61	4.2.2 Evaluate employers	2%	1%	1%	1%	1%	1%	0%
62	4.2.3 Finalize employers for sending invitations	2%	1%	0%	0%	1%	0%	0%
63	4.3 Employer Finalization	4%	2%	2%	3%	4%	5%	0%
64	4.3.1 Send invitation to selected employers	1%	1%	0%	1%	0%	1%	0%
65	4.3.2 Evaluate responses from employers	0%	0%	1%	1%	2%	1%	0%
66	4.3.3 Confirm employers	2%	1%	0%	1%	0%	1%	0%
67	4.3.4 Finalize list of attending employers	2%	0%	1%	0%	1%	1%	0%
68	5 Job Fair Resources	13%	16%	16%	18%	11%	12%	52%
69	5.1 Refreshments	2%	0%	2%	4%	4%	0%	26%
70	5.1.1 Finalize list of refreshments to be provided	2%	0%	0%	1%	1%	0%	0%
71	5.1.2 Vendor contract for providing refreshments	0%	0%	1%	1%	1%	0%	17%
72	5.1.3 Complete vendor payments	0%	0%	0%	1%	0%	0%	0%
73	5.1.4 Miscellaneous arrangements for providing refreshments	0%	0%	1%	1%	1%	0%	9%
74	5.2 Administrative requirements	3%	4%	6%	4%	2%	5%	22%
75	5.2.1 Finalize student volunteers	2%	1%	1%	0%	1%	1%	0%
76	5.2.2 Training of student volunteers	0%	1%	1%	1%	0%	0%	0%
77	5.2.3 Finalize arrangements for logistical requirements on the career fair	2%	0%	1%	2%	0%	1%	17%
78	5.2.4 Distribute lanyards to the enrolled students	0%	2%	2%	1%	1%	3%	4%
79	5.3 Job Fair Security Arrangement	4%	5%	4%	5%	1%	1%	4%
80	5.3.1 Brief NUPD on the career fair requirements	2%	1%	1%	1%	0%	0%	0%
81	5.3.2 Finalize supervising NUPD officials for the fair	2%	2%	1%	2%	1%	1%	0%
82	5.3.3 Make arrangements for the NUPD officials	1%	2%	1%	2%	0%	0%	4%
83	5.4 Career Design Studio	3%	8%	5%	4%	4%	5%	0%
84	5.4.1 Conduct meetings with the Career design team	1%	4%	2%	2%	2%	3%	0%
85	5.4.2 Finalize members of career design team	2%	2%	0%	1%	1%	1%	0%
86	5.4.3 Set Up appointments with career design team	1%	2%	2%	1%	0%	1%	0%
87	6 Job Fair Day	21%	29%	36%	34%	31%	44%	30%
88	6.1 Arrangements	8%	15%	22%	17%	15%	12%	20%
89	6.1.1 Assigning positions to volunteers	1%	2%	2%	2%	0%	1%	0%
90	6.1.2 Ensuring security arrangement with NUPD	1%	2%	2%	2%	0%	1%	0%
91	6.1.3 Complete arrangements for the employers	2%	4%	2%	4%	2%	1%	4%
92	6.1.4 Setting up the career fair venue	2%	4%	7%	2%	7%	5%	9%
93	6.1.5 Employer tabling activities	1%	2%	6%	2%	4%	3%	2%
94	6.1.6 Providing refreshments arranged for the fair	2%	2%	2%	4%	2%	0%	4%
95	6.2 Conduct Job Fair	6%	4%	8%	4%	7%	10%	4%
96	6.2.1 Career fair monitoring activities	4%	3%	4%	2%	2%	0%	2%
97	6.2.2 Issue resolution, if any	2%	1%	4%	1%	4%	0%	2%
98	6.2.3 Administrative support throughout the fair	0%	0%	1%	1%	1%	10%	0%
99	6.3 Post- Fair activities	7%	10%	6%	13%	8%	22%	7%
100	6.3.1 Venue clearance with the administration department	1%	0%	2%	3%	1%	13%	7%
101	6.3.2 Reconciliation of the returned items	1%	2%	1%	1%	1%	1%	0%
102	6.3.3 Clearing vendor dues, if any	0%	0%	0%	2%	1%	3%	0%
103	6.3.4 De-brief meeting with NUPD	2%	2%	1%	1%	1%	1%	0%
104	6.3.5 De-brief meeting with volunteers and university staff	2%	2%	1%	1%	1%	1%	0%
105	6.3.6 Sending feedback forms to students	1%	2%	0%	2%	1%	1%	0%
106	6.3.7 Sending feedback forms to employers	1%	2%	0%	2%	1%	1%	0%

ID	TASK	Aditya Malviya (Project Manager)	Rahul Muni (Project Co-ordinator)	Varun Choudhary (Operations Co-ordinator)	Karan Parikh (Relations & Supply Head)	Shafali Shekhawat (Process & System Integration)	Anju Venugopalan (Admin & Inspection Head)	Vendors
107	7 Project Closure	23%	18%	5%	14%	8%	12%	0%
108	7.1 Feedback Evaluation	17%	12%	1%	11%	5%	8%	0%
109	7.1.1 Sending thank-you emails to employers and students with feedback forms	2%	1%	0%	3%	0%	3%	0%
110	7.1.2 Collect feedback from students and employers	2%	3%	0%	2%	1%	3%	0%
111	7.1.3 Evaluate feedback received from students	3%	3%	0%	2%	0%	1%	0%
112	7.1.4 Evaluate feedback received from employers	3%	3%	0%	2%	0%	1%	0%
113	7.1.5 Prepare feedback report	7%	3%	1%	1%	4%	0%	0%
114	7.2 Lessons learned	7%	6%	4%	3%	4%	4%	0%
115	7.2.1 Develop lessons learned report	2%	2%	2%	2%	2%	3%	0%
116	7.2.2 Document lessons learned	5%	4%	1%	1%	1%	1%	0%
117	Total %	100%	100%	100%	100%	100%	100%	100%
118	% of allocated budget & resource	13%	11%	7%	9%	7%	7%	47%

Note:

- Resource allocation used for planning purposes only as a general guideline for work allocation.