

REQUIREMENTS DOCUMENT

A. PROFESSOR

- A1. Develop a project plan for a non-profit organization.
- A2. Presentation of project plan should be delivered on April 27, 2022.
- A3. Assigned team to select non-profit organization which will provide a real impact to society (either a member-serving or public) within the following major non-profit categories:
 - Arts, culture, humanities
 - Education
 - Environment and animals
 - Health
 - Human services
 - International, foreign affairs
 - Public societal benefit
 - Religion related
 - Mutual/membership benefit
- A4. Assigned team to classify the chosen non-profit organization as either member-serving (addressing the needs of only a select number of individuals) or public.
- A5. Assigned team to select form of the non-profit organization from the list below:
 - Charities - e.g., American Red Cross, Salvation Army, YMCA
 - Foundations - e.g., W.K. Kellogg Foundation, Ford Foundation, community foundations
 - Social Welfare or Advocacy Organizations - e.g., National Association for the Advancement of Colored People (NAACP), American Civil Liberties Union (ACLU)
 - Professional/Trade Associations - e.g., Chamber of Commerce, American Medical Association (AMA)
 - Religious Organizations - e.g., churches
- A6. Project plan is required to align with 12 documents as outlined by the primary stakeholder.
- A7. Team to prepare Project Charter.
- A8. Team to identify and list the project stakeholders.
- A9. Team to develop a comprehensive list of requirements and map them into a matrix according to Difficulty x Importance.
- A10. Team to develop a scope statement.
- A11. Team to develop a Work Breakdown Structure (WBS).
- A12. Team to create a WBS Schedule.
- A13. Team to develop a cost estimate.
- A14. Team to develop a communications plan.
- A15. Team to create a risk probability/impact matrix.
- A16. Team to create and update an issue log.
- A17. Team to describe any change requests.
- A18. Team to describe the lessons learnt.

- A19. Teams should include the proper source references when necessary.
- A20. Present the powerpoint and the documents legible.
- A21. Prepare a presentation of 40 minutes or less on the project plan.
- A22. Proof-read all documents.

B. TEAM MEMBERS

- B1. Agree on a proposed non-profit within the 8 categories.
- B2. Decide a suitable location that is feasible for all.
- B3. Meet every week to make progress on the project.
- B4. Virtual meetings over zoom twice a week.

C. PANEL

- C1. Team to formulate a well-prepared presentation of 40 minutes or less on April 27, 2022.
- C2. Team should deliver all 12 documents as per project plan.
- C3. All team members to be present on time (by 5 PM EST) on April 27, 2022.
- C4. Follow all recommended best practices during the presentation.
- C5. Introduction of the team members should be loud and clear.
- C6. Present the powerpoint and the documents legible.
- C7. Team to dress appropriately.

D. OTHER TEAM MEMBERS

- D1. Receive clarifications to any question asked.
- D2. Present the powerpoint and the documents legible.

E. PROJECT MANAGER

- E1. Attend all meetings.
- E2. Provide timely updates of any risks.
- E3. Keep posted on progress.