Scope Statement

Project Title: Progressive Artistries

Start Date: 01/19/2022 **Finish Date:** 04/27/2022

Project Objectives:

- Build a team to discuss starting a non-profit organization and raising funds.
- Receive 80% of target funding from Angel Investors or better by 27th April 2022.
- Discuss attainable and measurable goals with team members.
- Present the project plan to the professor and panel members on 27th April 2022.

Project Justification:

- There is a need to ensure that underprivileged communities have a platform to display their capabilities when it comes to arts and culture.
- In order to create such a platform, it is necessary to develop an effective project plan which provides information about all the necessary steps required to start a non profit organization.

Scope of the Product: *(Detailed description of each and all requirements of the project from every single stakeholder.)*

A. Professor:

A1. Develop a project plan for non-profit organization

Our team decided to meet and make a decision about building the non-profit organization.

- All the members researched, discussed, and collectively took a decision approved by the project manager.
- All the documentation was made, reviewed by the project manager, and later sent to the professor for further rectification.
- On approval from the professor, we finalized all the necessary 12 documents.
- We made a presentation to pitch to the panel.

A2. Presentation of project plan should be delivered on April 27, 2022

- We as a team worked together on all the required documents and created a PowerPoint presentation to be pitched in front of the panel and professor.
- We made sure to meet all the deadlines and complete the last part by sending the professor our final presentation on 27th April 2022 before 5pm.

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

The Project Manager initiated our first meeting for the discussion of the non-profit organization. All the team members decided to meet on the agreed date and time where the whole team researched, discussed, and collectively took a decision of selecting Arts, culture, and humanities as our Non-profit organization initialization which was approved by the project manager.

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:

- As a team we took a collective decision of choosing our non-profit organization to be public.
- This decision was made to serve a larger audience.
- This way our efforts would benefit society.

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

After careful consideration, the assigned team selected the non-profit organization as a Social Welfare or Advocacy Organization. This was done mainly with a vision to help the maximum number of people at a time.

A6. Project plan is required to align with 12 documents as outlined by the primary stakeholder

- Project plan, which was outlined by the primary stakeholder, was created carefully by considering all the requirements by the team in all the documents.
- All the documents were scheduled and completed based on the priority set by our Project Manager.

A7. Team to prepare Project Charter

- Project Charter document is to be created by collaborating with all team members.

- This document will include information about Project name, Start and End Date, Project Manager, and more.

A8. Team to identify and list the project stakeholders

- All stakeholders within the scope of this project need to be identified, reviewed and documented.
- The stakeholders will then be required to be classified into a matrix analyzing power and interest of each.

A9. Team to develop a comprehensive list of requirements and map them into a matrix according to Difficulty x Importance

- Requirements that are needed by each stakeholder must be carefully drafted, reviewed and finalized.
- Each requirement must then be mapped in terms of difficulty and importance.

A10. Team to develop a scope statement

- All team members are required to collaborate and establish a scope statements document which outlines all the actions and responsibilities to be exercised within the scope of this project.
- It should also include assumptions, constraints and out-of-scope items.

A11. Team to develop a Work Breakdown Structure (WBS)

- A work breakdown structure must be carefully developed based on the developed requirements document and scope.

A12. Team to create a WBS Schedule

- To guarantee that the project can be finished within the estimated timeline, all team members will collaborate to discuss all activities to be performed under the scope of the project, with respect to the work breakdown structure.
- The project's milestones must also be included in the schedule.

A13. Team to develop a cost estimate

- Our team worked on building the rough cost estimate which will be required to develop the whole project.
- The cost estimate document has many categories like the total labor cost, cost per hour, and the total cost for the project which is an estimate on how much we are projecting the cost to be.

A14. Team to develop a communications plan

- Our team worked on building the communication plan which involves the information about what, when, where and how the stakeholders would receive information about the project.

A15. Team to create a risk probability/impact matrix

- All team members worked on building a probability/impact matrix based on the risks involved.
- This document shows the number of risks involved in building the project with it's probability of occurrence and the impact it has on the project.

A16. Team to create and update an issue log

- All team members create the issue log which has the number of issues we got into planning the project.
- It got updated from time to time as we got more issues regarding a certain topic.

A17. Team to describe any change requests

- All team members worked on the change request document which has all the changes that any team member, project manager or the professor had requested.
- The approval of these requests are mentioned in this document with the appropriate cost estimate to carry out those changes too.

A18. Team to describe the lessons learned

- All team members worked on the document about the lessons that were learnt while planning the project.
- This makes it very easy to understand what shortcomings we had to experience and how we got rid of those shortcomings.

A19. Teams should include the proper source references when necessary

- Teams should include source references so that the professor can verify the research done by the team and give credit to the publisher.
- Source of reference should include all the details of documents referred for easy understanding.

A20. Make the PowerPoint and the documents legible

- Making the PPT documents legible will help the professor with a clear understanding and complete overview of the topic.

A21. Prepare a presentation of 40 minutes or less on the project plan

- Prepare a presentation of 40 minutes or less to give the professor and other teams an equal chance to present.

A22. Proofread all documents

- Proofreading all documents will help reduce errors and give a definitive document to the professor for proceedings.

B. Team Members:

B1. Agree on a proposed non-profit within the 8 categories

- Agreeing on a proposed non-profit will decrease disagreements and ensure the smooth functioning of the team tasks

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B2. Decide a suitable location that is feasible for all

- Deciding a suitable location is very important so that all the team members can commute comfortably and be on time.

B3. Meet every week to make progress on the project

- The team members are required to meet every week to discuss the progress made and resolve any issues.

B4. Virtual meetings over zoom twice a week

- The team members are required to meet twice a week on zoom in case in-person meeting is not possible due to availability of team members.

C. Panel:

C1. Formulate well-prepared presentation of 40 minutes or less on April 27, 2022

- The team members are required to develop a presentation on the project plan and present it to the panel and professor.

C2. Team should deliver all 12 documents as per project plan

- The team members are required to create the 12 documents as part of the project plan.
- These documents should be as per the templates shared by the professor and should align with the best practices taught during the class.

C3. All team members to be present on time (by 5 PM EST) on April 27, 2022

- The team members should reach the class on time for the final presentation

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C4. Follow all recommended best practices during the presentation

- The team members should be loud and clear while speaking.
- They should be well-coordinated and must complete the presentation within 40 minutes or less.
- They should maintain silence during the presentation of other teams.

C5. Introduction of the team members should be loud and clear

- Introduction of all the team members should be loud and clear as the panel would provide feedback for each team member at the end.

C6. Make the powerpoint presentation and the documents legible

- The power point presentation and documents should be legible so that it can provide the panel with the complete details of the project.

C7. Team to dress appropriately

- Team to dress appropriately in business casuals.

D. Other Team Members:

D1. Receive clarifications to any question asked

- Provide the members of the other teams with proper clarification to the questions regarding the project.

D2. Make the powerpoint and the documents legible

- The power point presentation and documents should be legible so that it can provide the members of the other teams with the complete idea of the project.

E. Project Manager:

E1. Attend all meetings

- Project Manager scheduled all the meetings and made it a mandate for all the team members to be present in-person or virtually.

E2. Provide timely update of any risks

- Every member of the team had to analyze the risks and communicate effectively with the project manager.

E3. Keep posted on progress

- Every team member was instructed to give timely updates about the individual progress to the Project Manager.

Scope of the Project: (Detailed description of each and all deliverables of the project. Check the project life cycle and describe the deliverables from each phase according to the WBS structure.)

1. Non-Profit Classification:

1.1. Project Document

1.1.1. Read

- Read all the requirements provided by the stakeholders.
- Our team researched all the documents provided by the stakeholders.

1.1.2. Discussion

- Team discussed various documents and made a tentative schedule.
- The Project Manager made sure that every team member was assigned a particular task.
- A collective decision was taken by all the team members and was approved by the project manager.

1.2. Taxonomy

1.2.1. Research

- Team thoroughly researched all the topics that were available to choose from the list provided by the professor.
- Every member researched about a particular topic and ways to go forward with that project. Each member presented their views on their allotted topic.

1.2.2. Discuss

- After careful research, all the members came forward with their ideas to discuss them with the team.

- There was a difference of opinion on selecting a topic but our project manager convinced all the team members for Non-Profit Organization- Arts , Culture and Humanities.

1.3. Finalize Agenda

1.3.1. Send

- Our team documented all the files together.
- We made proper documentation for each document and sent it to the professor.

1.3.2. Review

- Professor reviewed all our documents and would suggest changes if any.
- Our team awaited for professor's feedback for any changes in the documents sent.

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2. Team Activity:

2.1. Availability

- Project Manager would ask for all the team members' availability.
- The Project Manager would schedule the meeting according to each team members availability.
- Our Project manager made minutes of the meeting by recording our session's.

2.2. Meet

2.2.1. In-person

- All the team members would meet in the classroom or in the university conference room.
- In-person meet's were made compulsory by unanimous decision as it brings a great impact and efficiency in the project.

2.2.2. Virtual

- Team members would meet once every week at a pre-decided time to run a quick check about the progress of the project.
- Our Project manager would record all the virtual meetings and keep it for future requirements for all the team members.

3. Gather requirements:

3.1. Research

- The research phase begins with the brainstorming or investigation of the project's requirements.
- This will incorporate all of the possible stakeholders' requirements.
- Before they are filtered, all of the requirements will be written down.
- We also look into any potential challenges or impediments that may arise during the process.
- This will aid us in estimating the time required to complete the job, taking into account any issues or roadblocks.

3.2. Discussion

- A team meeting will be held after the research is done.
- Meetings will be scheduled over a period of time-based on the team's availability.
- During the discussion, the team can discuss the research findings and offer comments.
- Members of the team can also add new criteria or impediments that they believe should be considered as the project progresses.

3.3. Review

- We need to jot down elements that would convince the panel to finance the venture after analyzing all conceivable areas of interest.
- Review all gathered requirements to eliminate or add any if necessary.

3.4. Finalize

- The project manager should make a choice after the series of meetings.
- The project manager should take into account all of the team's suggestions.
- If necessary, the project manager can seek advice from a higher authority (professor).
- Finally, the project manager will select the needs that are most important to the project.

4. Implement:

4.1. Project Charter

- This document is created to give information about Title, Start & End Date, Budget, Objectives, Sponsor of the project.
- It also summarizes the risks and deliverables of the project.

4.2. Stakeholder Matrix

- This document is created to give information about the stakeholders of the project.
- It also gives information about the relation between power and interest of each stakeholder for the project.

4.3. Requirement Matrix

- This document is created to give detailed information about what the stakeholder's requirements are for the project team.
- It is created to ensure that the project execution is efficient.
- The document also gives information about the relation between difficulty and importance of each requirement.

4.4. WBS

- This document is created to integrate scope, cost and schedule baselines ensuring that project plans are in alignment.
- The various legs of the project are highlighted in the WBS.

4.5. Schedule

- This document shows the list of activities, deliverables, and milestones within a project.
- It also highlights the planned start and finish date, duration, and resources assigned to each activity.

4.6. Risk/Issue Log/Change Request

Risk Matrix:

- This document highlights the severity of the risk based on its probability of occurrence and its impact on the project.
- The action plan and contingency plan associated with each risk is also indicated in this document.

Issue Log:

- This document displays the issues which occurred during the project.
- The risk matrix created earlier would later be revised based on the issues that occurred.
- It also gives an insight on how the issue can be addressed and how it can be prevented.

Change Request Document:

- This document gives information about the new requirements which weren't stated at the time of scope finalization.
- This document gives information about the requestor of the change, change description, required approvals.

4.7. Cost

- This document gives information about the cost associated with each work package listed in the WBS.
- The total cost of the project is calculated by taking into consideration factors like No. of resources, No. of hours, Cost per hour, Labor Cost, Non-Labor Cost.

4.8. Communication Plan

- This document highlights what, when, where, and how the stakeholders would receive information about the project.

4.9. Lessons Learned

- This document highlights the learnings during the project.
- Based on the shortcomings which the team witnessed, the action plan for the project was updated.

4.10. Milestones

- This document is created to measure the progress toward the goal of the project.

4.11. PPT & Mock

- The final presentation would have detailed information about the project plan and the Mock rehearsal would help the project team to deliver an effective presentation on the final day i.e., 27^{th} April 2022.

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5. Review:

5.1. Proofreading

- Our team proofread all documents to reduce errors.
- Send the documents to the project manager and team members to make further changes.

5.2. Send Documents

- Send all the documents to the professor for final verification before the presentation.
- Our team verified each document before sending it to the professor for re-verification.

5.3. Clarification

- Make sure the doubts are cleared for all the documents before updating it.
- The professor gave our team multiple feedbacks and we as a team gathered together virtually and cleared all the queries we had for the documents and presentation.

5.4. Update & Finalize

- Make the necessary changes as suggested and prepare the final document ready for the presentation stage.
- Send all the documents in pdf format to the professor before 5pm on 27th April, 2022.

6. Presentation:

6.1. Rehearsal

- Once the final documents and PPT is created, team conducts dry runs to make sure all the details of the projects are conveyed completely and in the stipulated 45 minutes.

6.2. Printing material

- Print copies of the documents for the panel members and the professor.

6.3. Outfit

- Team to dress appropriately in business casuals.

6.4. Final Presentation

- Team to present the Final PowerPoint and all the documents to explain the project idea to the professor and panel in the stipulated 45 minutes.

Project Assumptions:

- Being punctual for all meetings
- Ensure each document complies to the given template and practices
- Be within budget
- Professor accepting the project plan
- Finishing the project on time

Project Constraints:

- Time
- Budget
- Lack of participation

Out of Scope: *(Describes what is out of the scope of the Project and Product)*

- Conducting workshops
- Hiring employees
- Contacting the social media influencers
- Choosing location
- Selecting vendors