

Activity: Quality & Scope Planning for the Eco-Festival

Instructions:

Scenario:

Your group is planning an **Annual Eco-Festival** – a one-day event to promote eco-friendly practices. The festival will feature stalls, workshops, and entertainment. The main goals are to create a positive, high-quality experience for attendees and keep the project within a manageable scope, without expanding beyond initial plans.

Each group will define the festival's scope and quality standards using only paper and pens.

Activity Steps

Part 1: Define Project Scope

1. **Brainstorm Scope Elements** (10 minutes): On a single sheet of A4 paper, list all essential components that should be included in the Eco-Festival. These elements define the scope of the event. Encourage the group to think critically about what's truly necessary for the festival's success.
 - **Examples:** Types of stalls, main stage events, number of workshops, attendee limit, volunteer roles, duration of the festival.
2. **Prioritize Scope Elements** (5 minutes): On a new A4 sheet, rewrite the scope elements in order of importance, ranking each element based on its priority. This prioritization helps the group define what's essential versus what could be reduced or removed if needed.
3. **Define Boundaries** (5 minutes): Use another A4 sheet to set scope boundaries. These boundaries outline what is **in scope** and what is **out of scope** for each element. This exercise helps manage "scope creep" by clarifying limits.
 - **Example:**
 - *In Scope:* Up to 15 stalls, workshops limited to eco-friendly topics, festival hours from 10 AM to 4 PM.
 - *Out of Scope:* Evening events, more than 15 stalls, non-eco-friendly vendors.

Part 2: Set Quality Standards

1. **Identify Quality Standards** (10 minutes): On a fresh A4 sheet, list specific quality standards for each prioritized element from Part 1. Quality standards ensure that each part of the festival meets a minimum level of excellence.
 - **Examples:**
 - Stalls: Vendors must use only recyclable or compostable materials.
 - Workshops: Must be interactive and include at least one hands-on activity.
 - Entertainment: Sound quality should be high, with minimal disruptions.
2. **Define Measurement Criteria** (10 minutes): On a separate A4 sheet, for each quality standard, define how it will be measured or evaluated. This step teaches students about measurable quality indicators, even in a hypothetical setting.

- **Example:**
 - *Standard:* Vendors use compostable materials.
 - *Measurement Criteria:* Inspect stalls before opening; vendors found with non-compostable items receive a warning.

Part 3: Presentation & Group Discussion

1. **Group Presentations** (10 minutes): Each group presents their scope and quality standards to the class. As they explain their rationale for each choice, this helps solidify the concepts and allows other groups to learn from their approach.
2. **Class Discussion** (10 minutes): Conclude with a discussion on the following questions:
 - What challenges did the groups face when defining scope and quality standards?
 - How did prioritizing help in deciding what should or shouldn't be included?
 - How would the project be impacted if any of the quality standards were not met?