Project scope:

Objectives:

* Creating exposure for sponsors
* Providing knowledge and a pleasant experience for participants
* Creating an impactful experience for participants through one-on-one mentoring

Key Features:

* Easy registration process
* Impactful Workshops
* Easy mentoring process

User stories:

* As a participant, I need to be able to register on time, to start working on the project without inconveniences.
* As a participant, I need to be able to register workshops on time, so I can be sure to attend them
* As a participant, I need to be able to Attend workshops with a working internet, a clear communication with instructor (Visual or audible) and a chair.
* As a participant, I need to be able to access mentors, so I can seek guidance on my project.
* As a sponsor, I need to have exposure through marketing elements
* As a mentor, I need to be able to communicate with participants without getting overwhelmed and with clear communication

Stakeholders:

* Mentors
* Sponsors
* Participants
* Event Organizers

Communication plan:

* Mentors: Weekly emails for updates, daily on-site meetings during the event.
* Participants: One email before the event and notifications via a communication platform like Slack during the event.
* Sponsors: weekly updates via email before the event, direct communication during the event.

Tasks

1. **Venue setup:**

* Security persons around the venue and CCTVs
* Area dividing, Easy navigation
* Organizing chairs, tables, laptops, internet, and electricity ports for both mentors and participants
* Registration area

1. **Sponsor coordination:**

* Managing sponsors through PR with weekly communication on updates
* Fulfilling Sponsors backlog
* Having a dedicated speech for Sponsor exposure

**3- Workshop and Coding Sessions Setup**:

* Design workshop schedules, ensuring no overlaps.
* Arrange experienced mentors and speakers for sessions.
* Prepare presentation equipment (projectors, screens).
* Ensure availability of all required software and tools.

**4- Participant Engagement**:

* Plan activities to keep participants motivated during breaks.
* Distribute welcome kits (swag, hackathon guidelines).
* Set up a support desk to address queries or issues.

**5- Marketing and Outreach**:

* Promote the event through social media and email campaigns.
* Create event branding materials (banners, posters).
* Coordinate with sponsors for shared promotional efforts.

**6- Post-Event Wrap-Up**:

* Conduct surveys for participant feedback.
* Acknowledge sponsors and mentors with thank-you notes.
* Generate a report summarizing the event (attendance, budget breakdown, achievements).