EVERGREEN CANCER FOUNDATION

TEAM EVERGREENS

THE EVERGREENS

Our Awesome Members

Nishit Pabari
MITA, Rutgers University

Mihir Shah
Project Manager
MITA, Rutgers University

Pratik Mahajan
MITA, Rutgers University

Yash Shah
MITA, Rutgers University

Rushabh Shah
MITA, Rutgers University

**Navya Reddy Katta**
MITA, Rutgers University

PROJECT CHARTER

Project Title: Evergreen Cancer Foundation	**Start Date: 1/19/22**	**Finish Date: 4/27/22**

Project Manager: Mihir Shah

Budget: $7,000

Responsibilities

- Time management
- Monitor weekly Progress and set deadlines
- Coordinate team project activities
- Motivate team members
- Cost estimating and Budget Development
- Ensure Stakeholder Satisfaction

Deliverables

- Deliver all 13 documents as asked by Professor Leon Herszon
- Best Practice and guidelines of project management for NGO
- Showcase a presentation to investors for securing funding of the NGO

Success Criteria

- Receive the estimated funding by 04/27/2022, to fulfill the project plan successfully
- Ensure that the Project plan is successfully completed within the decided timeline and within the specified budget

Authority

- Approve Change request
- Define a budget for specific internal tasks
- Final Decision Making

Risks

- Lack of Resources
- Lack of funding
- Unable to reach the target people

Project Objectives

- Secure funds to start a non-profit organization to offer services for cancer treatment in New Jersey by 27th April, 2022
- Successfully devise a project plan to present it to the panel on 27th April 2022
- The objective is to maximize money through fundraising events and auctions from the people who are most likely to donate

STAKEHOLDERS MATRIX

Name / Title	Organization	(+/-/Neutral)
A. Health Department	• NJ Health Department	+
B. Team Members	• Team Evergreens	+
C. Professor	• Rutgers Business School	+
D. Investors/Panel	• Panel Members • Fundraiser activities • Grant organizations	Neutral
E. Researchers & Medical Organizations	• Rutgers Cancer Institute of New Jersey • Rutgers Medical Graduate Students	+
F. Collaborators	• Other Non-Profit NGOs	Neutral
G. Project Manager	• Team Evergreens	+

STAKEHOLDERS MATRIX
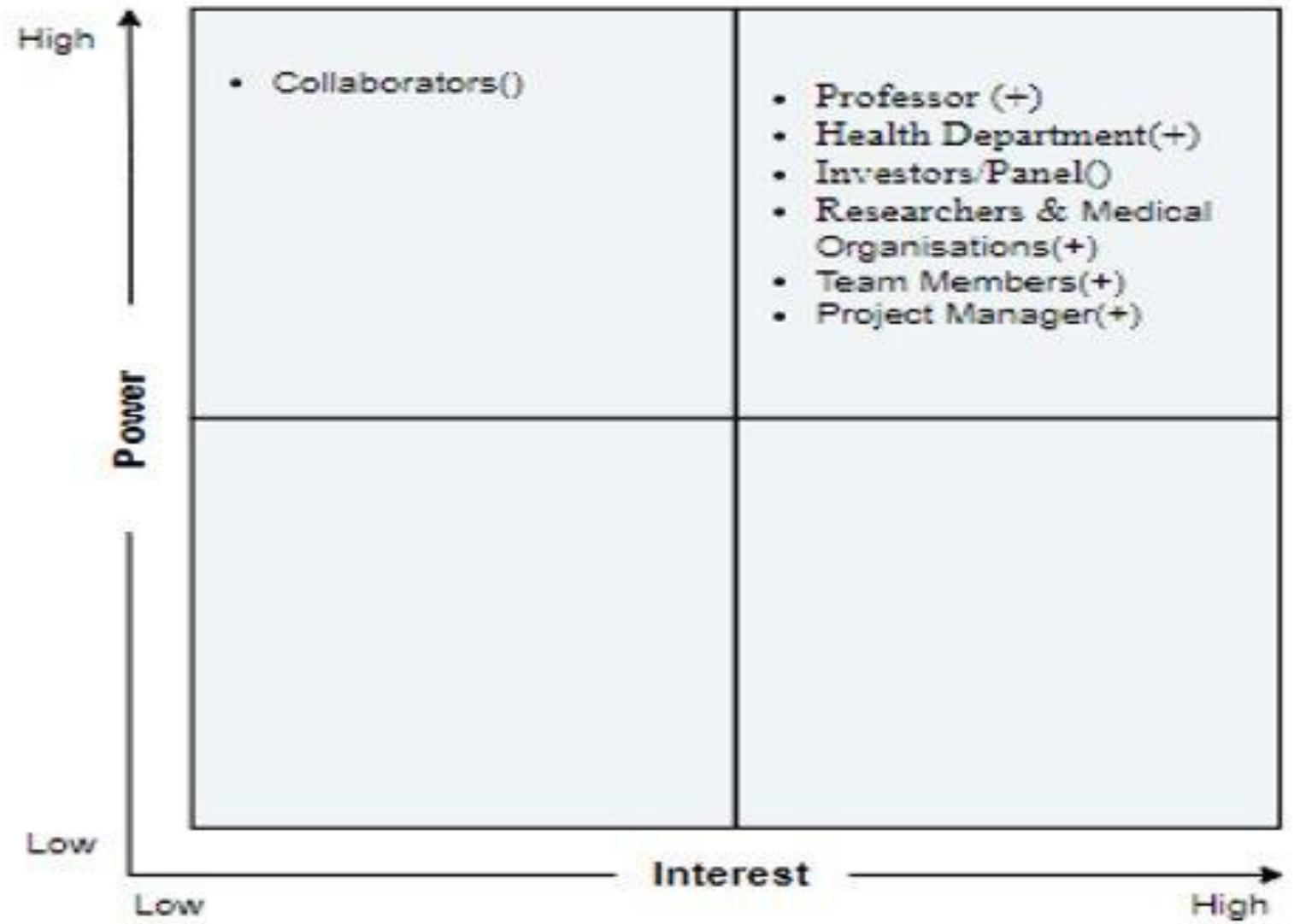
REQUIREMENTS

B. <u>Team Members</u>

- The project manager should schedule meetings in alignment with all team member's availability.
- Select the name and appoint the Project Manager of a non-profit organization at the start of the Project.
- The project plan should be divided into 13 documents outlined by the Professor's requisites and consummated before April 15, 2022.
- Team should have an initial discussion of project requisites and the project manager should delegate responsibilities among the team by January 30, 2022.

G. <u>Project Manager</u>

- All the team members should attend all team meetings.
- Team members should inform the Project Manager prior if they are unavailable for any discussion during the Project timeline.
- All team members should adhere to the deadlines discussed to ensure timely completion of the Project Plan.

C. <u>Professor/Client</u>

- Develop and follow a project plan for a non-profit organization by April 27, 2022.
- The presentation of the project plan should be delivered on April 27, 2022, by 5 PM.
- The project plan is required to align with 13 documents as outlined by primary stakeholder requisites.
- The team should follow the templates for each document as discussed and provided in the class.
- Deliver all the Project documents and the Presentation in PDF format by 5 PM on 27th April 2022 and print the entire report to distribute and share with the panel.
- The team should be able to complete the entire presentation within the given time frame of 40 minutes.

D. <u>Investors / Panel</u>

- All funds should be appropriately allocated to different causes and requirements of the NGO as per their need.
- Present a complete detailed project proposal to convince the investors.

REQUIREMENTS MATRIX

Importance — High / Low (vertical axis)
Difficulty — Low / High (horizontal axis)

Importance \ Difficulty	Low	High
High	A: A2,A3,A4 B:B1,B2,B6,B7,B8 C:C3,C7,C8,C10,C13, C16,C17,C18,C19,C20, C21 D:D1,D3 E:E2,E3,E4 F:F1,F2 G:G2,G3	A:A1,A5 B:B5,B9 C:C1,C2,C6,C9,C11, C12,C14,C15,C22,C23, C24 D:D2,D4,D5,D6 E:E5 F:F3 G:G1,G4,G5,G6
Low	B:B4 C:C4,C5 F:F4	B:B3 E:E1
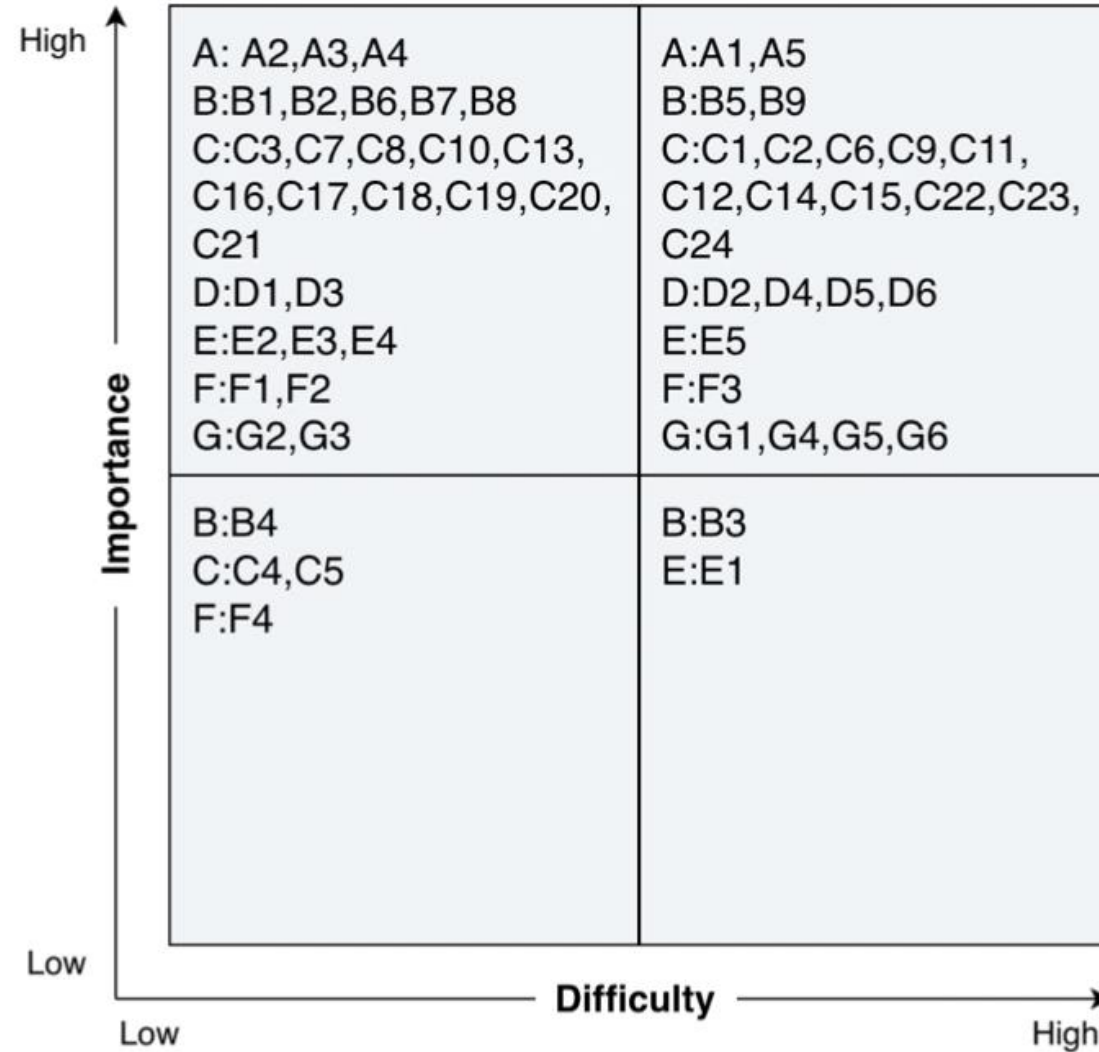
SCOPE STATEMENT

Project Objectives

- The project's main goal is to form a non-profit organization that focuses on individual behaviors and public policies to reduce cancer mortality rates.
- The organization conducts substantial research on cancer prevention and aims at making cancer therapies more accessible to those living in medically underserved areas.

Project Justification

- According to a survey conducted by The Mesothelioma Center, 63% of cancer patients reported financial struggles following a cancer diagnosis.
- Our organization will look to help such people so that they are able to have access to all necessary treatment services without having to worry about the cost of treatment.

Scope of the Product - Detailed description of each and all requirements of the project from every single stakeholder.

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.

Project Assumptions

- The functioning of our NGO will result in reduced cancer mortality rates.
- We will finish the project as per the deadline.
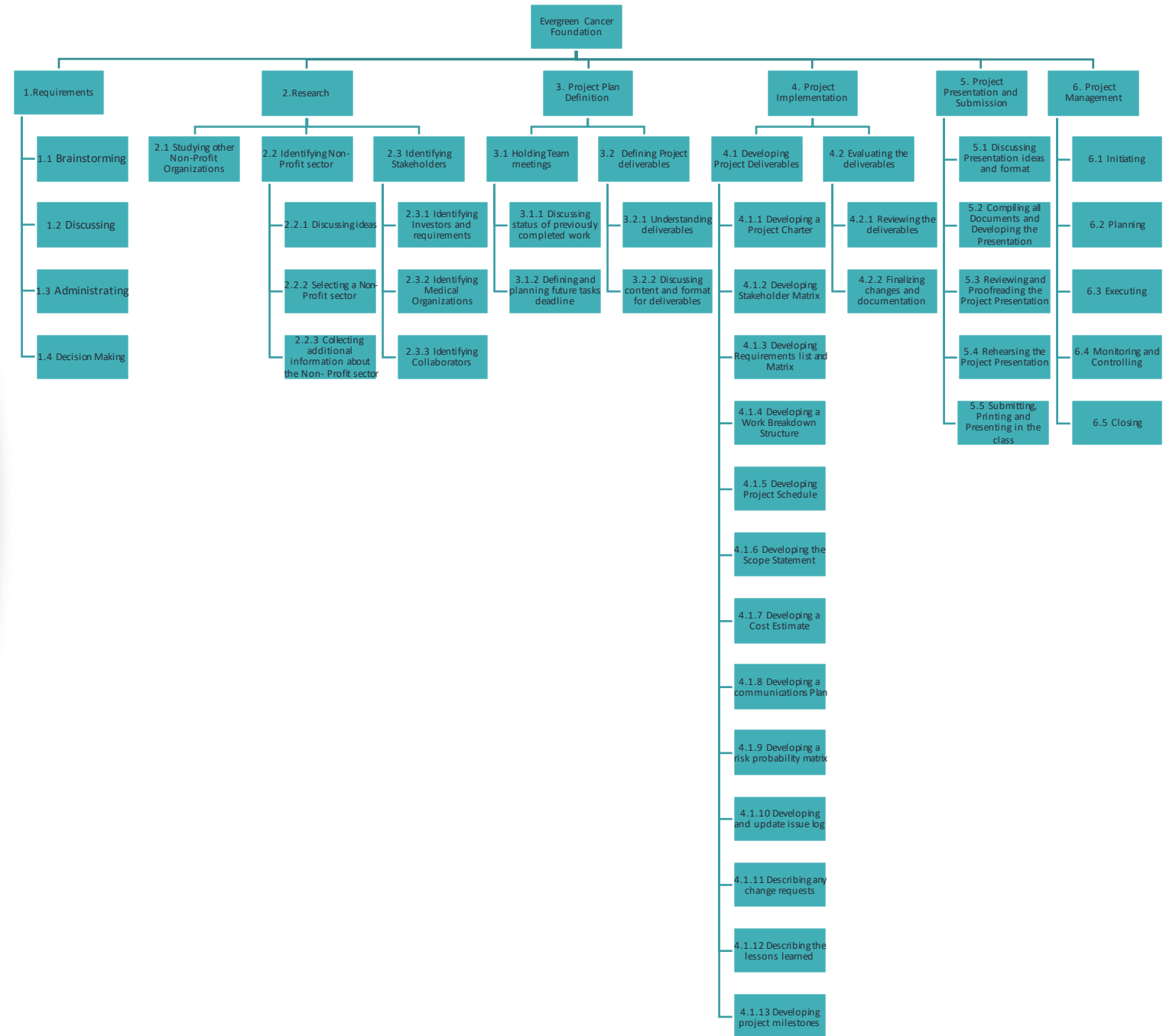- The panel will like our Project proposal.

Project Constraints

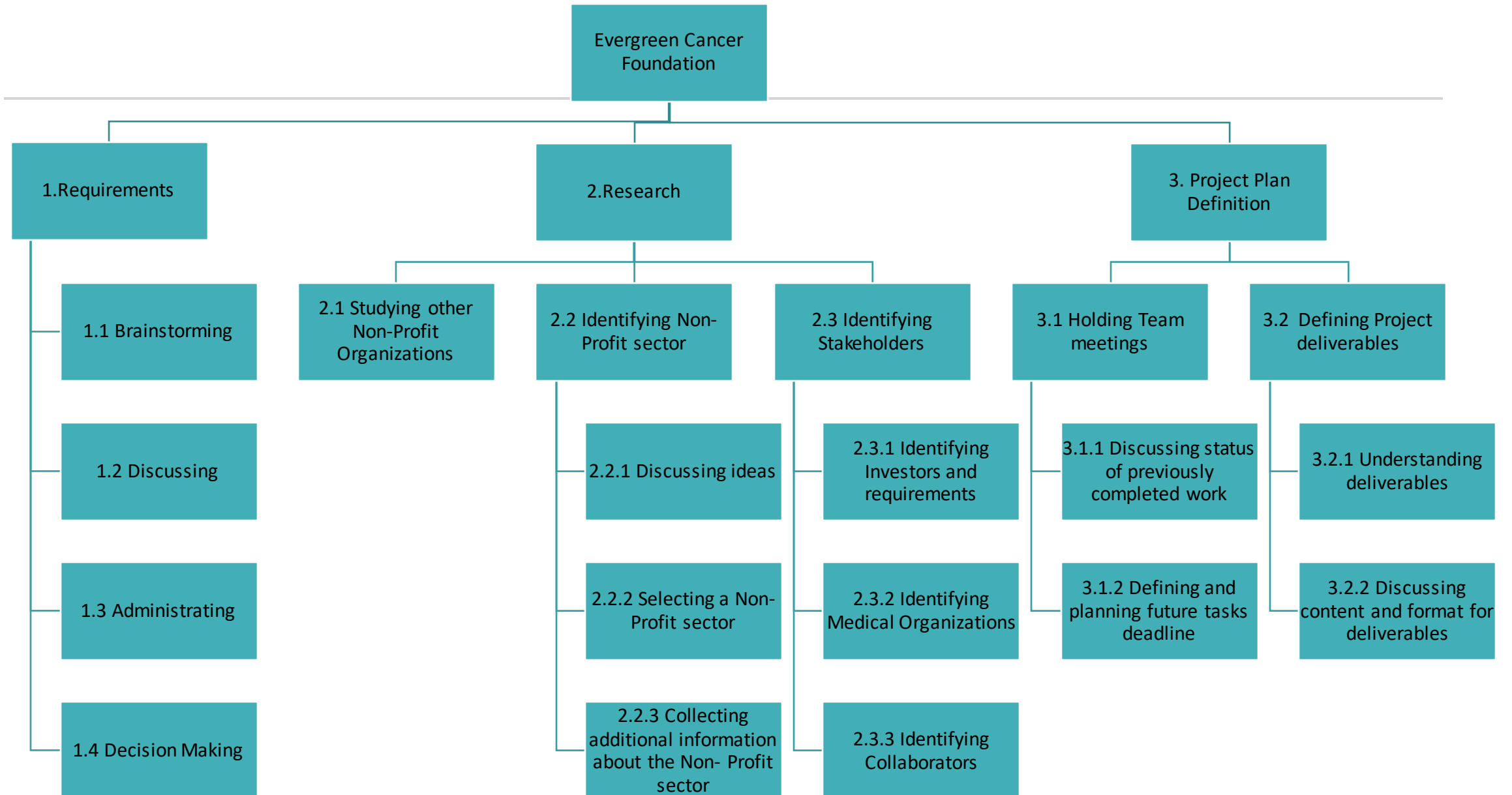- Time
- Budget
- Lack of funding

Out of Scope

- Creating awareness
- Providing health services
- Development of any additional documents apart from the ones requested by the professor
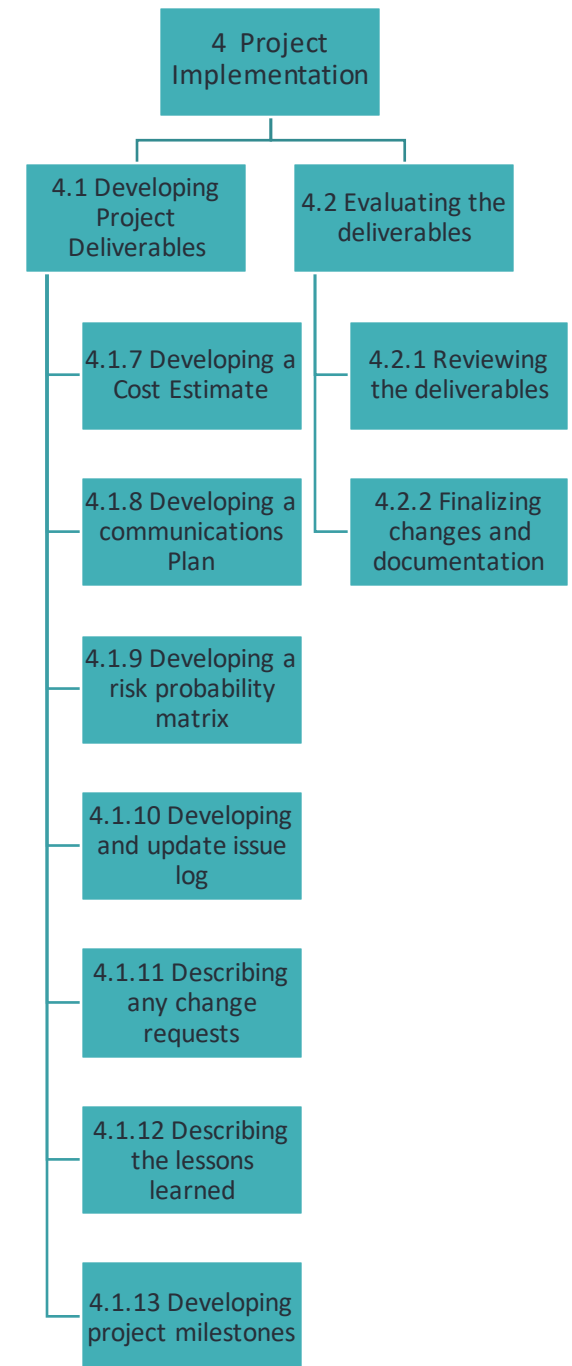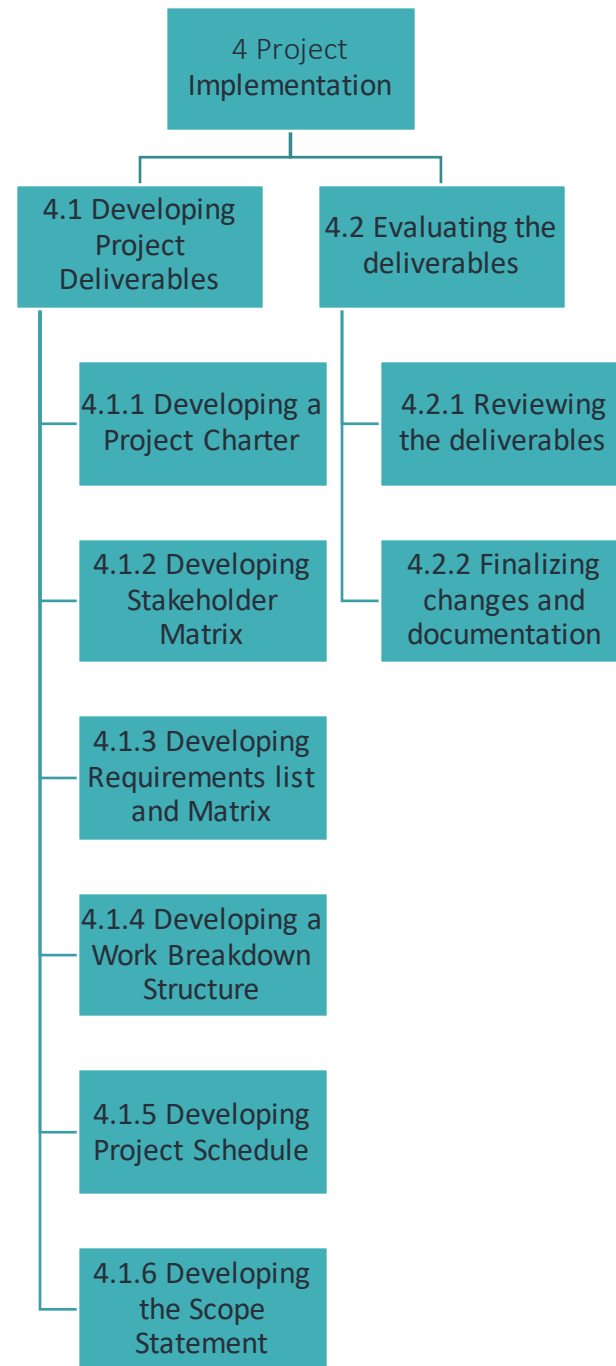
Work Breakdown Structure
(WBS)

Evergreen Cancer Foundation

1. Requirements
- 1.1 Brainstorming
- 1.2 Discussing
- 1.3 Administrating
- 1.4 Decision Making

2. Research
- 2.1 Studying other Non-Profit Organizations
- 2.2 Identifying Non-Profit sector
  - 2.2.1 Discussing ideas
  - 2.2.2 Selecting a Non-Profit sector
  - 2.2.3 Collecting additional information about the Non-Profit sector
- 2.3 Identifying Stakeholders
  - 2.3.1 Identifying Investors and requirements
  - 2.3.2 Identifying Medical Organizations
  - 2.3.3 Identifying Collaborators

3. Project Plan Definition
- 3.1 Holding Team meetings
  - 3.1.1 Discussing status of previously completed work
  - 3.1.2 Defining and planning future tasks deadline
- 3.2 Defining Project deliverables
  - 3.2.1 Understanding deliverables
  - 3.2.2 Discussing content and format for deliverables

4. Project Implementation
- 4.1 Developing Project Deliverables
  - 4.1.1 Developing a Project Charter
  - 4.1.2 Developing Stakeholder Matrix
  - 4.1.3 Developing Requirements list and Matrix
  - 4.1.4 Developing a Work Breakdown Structure
  - 4.1.5 Developing Project Schedule
  - 4.1.6 Developing the Scope Statement
  - 4.1.7 Developing a Cost Estimate
  - 4.1.8 Developing a communications Plan
  - 4.1.9 Developing a risk probability matrix
  - 4.1.10 Developing and update issue log
  - 4.1.11 Describing any change requests
  - 4.1.12 Describing the lessons learned
  - 4.1.13 Developing project milestones
- 4.2 Evaluating the deliverables
  - 4.2.1 Reviewing the deliverables
  - 4.2.2 Finalizing changes and documentation

5. Project Presentation and Submission
- 5.1 Discussing Presentation ideas and format
- 5.2 Compiling all Documents and Developing the Presentation
- 5.3 Reviewing and Proofreading the Project Presentation
- 5.4 Rehearsing the Project Presentation
- 5.5 Submitting, Printing and Presenting in the class

6. Project Management
- 6.1 Initiating
- 6.2 Planning
- 6.3 Executing
- 6.4 Monitoring and Controlling
- 6.5 Closing

Work Breakdown Structure (WBS)

Evergreen Cancer Foundation

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Work Breakdown Structure (WBS)

4 Project Implementation

4.1 Developing Project Deliverables

- 4.1.1 Developing a Project Charter
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- 4.1.3 Developing Requirements list and Matrix
- 4.1.4 Developing a Work Breakdown Structure
- 4.1.5 Developing Project Schedule
- 4.1.6 Developing the Scope Statement

4.2 Evaluating the deliverables

- 4.2.1 Reviewing the deliverables
- 4.2.2 Finalizing changes and documentation

4 Project Implementation

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- 4.1.7 Developing a Cost Estimate
- 4.1.8 Developing a communications Plan
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- 4.1.10 Developing and update issue log
- 4.1.11 Describing any change requests
- 4.1.12 Describing the lessons learned
- 4.1.13 Developing project milestones

4.2 Evaluating the deliverables

- 4.2.1 Reviewing the deliverables
- 4.2.2 Finalizing changes and documentation

Work Breakdown Structure (WBS)

PROJECT SCHEDULE

	Name	Duration	Start	Finish	Predecessors
1	⊟Evergreen Cancer Foundation	70 days	1/19/22 9:00 AM	4/27/22 9:00 AM	
2	⊟Requirements	12 days	1/19/22 9:00 AM	2/4/22 9:00 AM	
3	⊟Brainstorming	5 days	1/19/22 9:00 AM	1/26/22 9:00 AM	
4	Understanding the project case	2 days	1/19/22 9:00 AM	1/21/22 9:00 AM	
5	Identifying project scope and requirements	3 days	1/21/22 9:00 AM	1/26/22 9:00 AM	4
6	⊟Discussing	4 days	1/26/22 9:00 AM	2/1/22 9:00 AM	
7	Discussing potential business ideas	2 days	1/26/22 9:00 AM	1/28/22 9:00 AM	5
8	Discussing and layout a project plan	2 days	1/28/22 9:00 AM	2/1/22 9:00 AM	5;7
9	⊟Administrating	1 day	2/1/22 9:00 AM	2/2/22 9:00 AM	
10	Assembling teams and tools	1 day	2/1/22 9:00 AM	2/2/22 9:00 AM	8
11	Scheduling weekly update team meetings	1 day	2/1/22 9:00 AM	2/2/22 9:00 AM	8
12	⊟Decision Making	5 days	1/28/22 9:00 AM	2/4/22 9:00 AM	
13	Reviewing and approving the Project plan	2 days	2/2/22 9:00 AM	2/4/22 9:00 AM	8;11
14	Deciding a Non-profit area	2 days	1/28/22 9:00 AM	2/1/22 9:00 AM	7
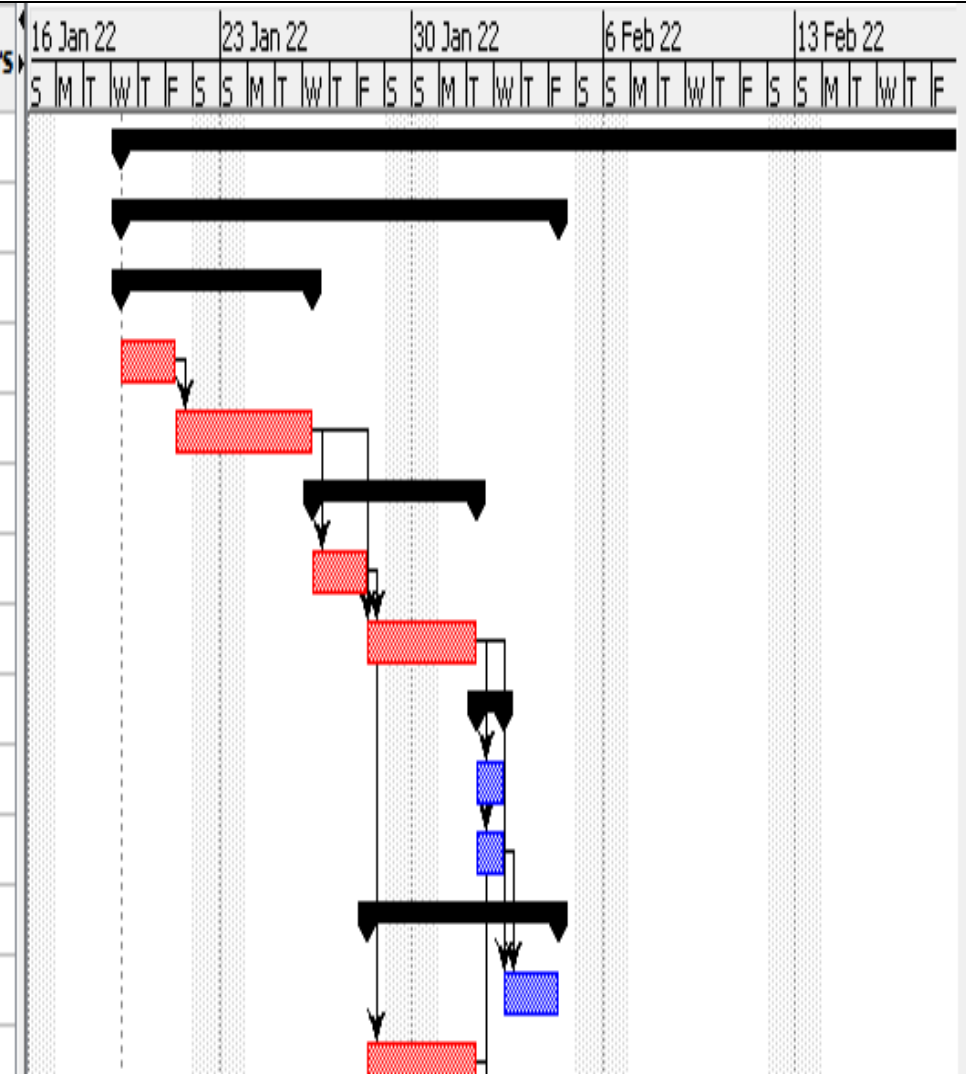
PROJECT SCHEDULE

106	⊟Review and Proofread the Project Presentation	1 day	4/15/22 9:00 AM	4/18/22 9:00 AM	
107	Check for grammatical errors in documents and presentation	1 day	4/15/22 9:00 AM	4/18/22 9:00 AM	105
108	Check for flaws in formatting of documents and presentation	1 day	4/15/22 9:00 AM	4/18/22 9:00 AM	105
109	⊟Rehearse the Project Presentation	4 days	4/18/22 9:00 AM	4/22/22 9:00 AM	
110	Each team member to create their own notes for reference	1 day	4/18/22 9:00 AM	4/19/22 9:00 AM	108
111	Practice the presentation flow and timing of the team	3 days	4/19/22 9:00 AM	4/22/22 9:00 AM	110
112	⊟Submit, Print and Present in the class	3 days	4/22/22 9:00 AM	4/27/22 9:00 AM	
113	Team must compile the documents and submit it with presentation in due time	1 day	4/22/22 9:00 AM	4/25/22 9:00 AM	111
114	Take print out of the documents report for the panel members	1 day	4/25/22 9:00 AM	4/26/22 9:00 AM	113
115	Present in front of the panel in the class	1 day	4/26/22 9:00 AM	4/27/22 9:00 AM	114
116	⊟Project Management	69.5 days	1/19/22 9:00 AM	4/26/22 2:00 PM	
117	Initiating	69.5 days	1/19/22 9:00 AM	4/26/22 2:00 PM	
118	Planning	69.5 days	1/19/22 9:00 AM	4/26/22 2:00 PM	
119	Executing	69.5 days	1/19/22 9:00 AM	4/26/22 2:00 PM	
120	Monitoring & Controlling	69.5 days	1/19/22 9:00 AM	4/26/22 2:00 PM	
121	Closing	69.5 days	1/19/22 9:00 AM	4/26/22 2:00 PM	
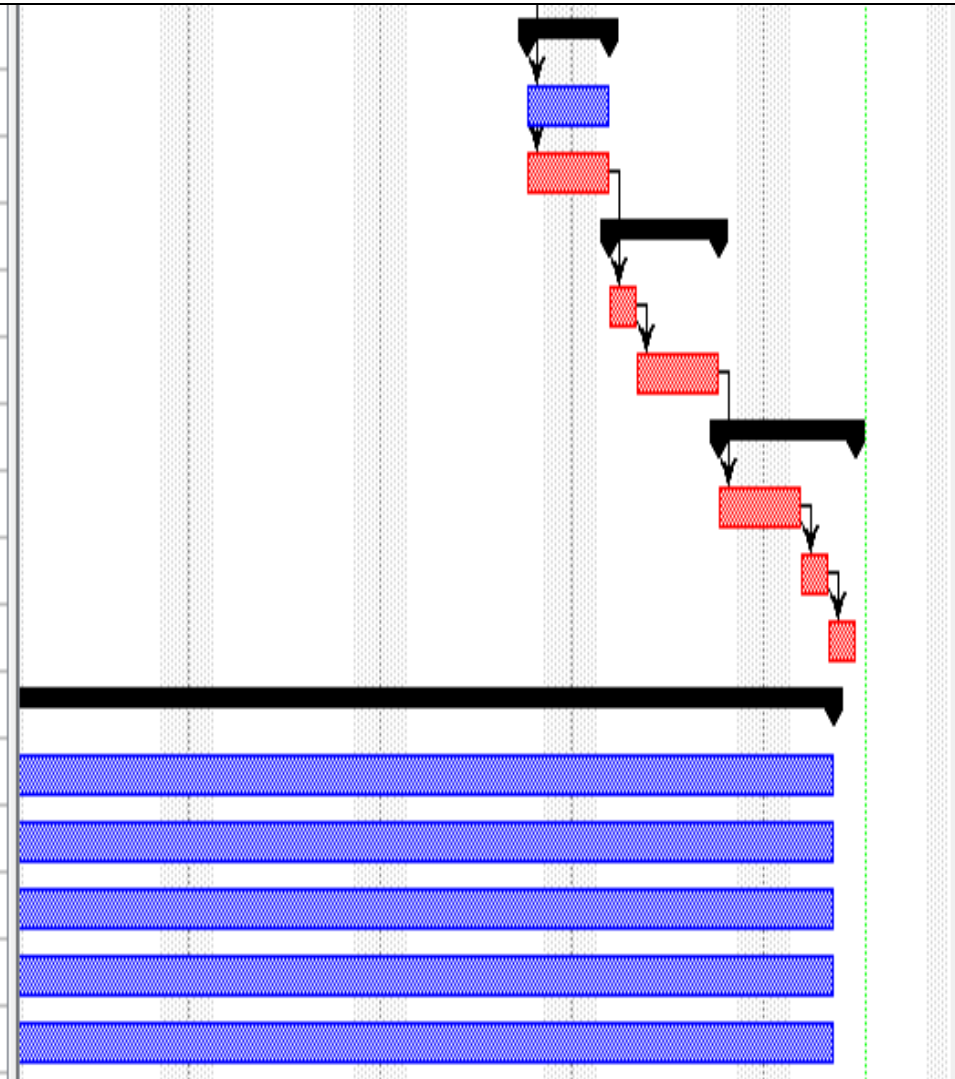
COST ESTIMATE

	Labor	Number of people	Number of hours	Cost per hour	Total labor cost	Total non labor cost	Total project cost
1	Requirements						
1.1	Brainstorm	6	4	$10	$240	$0	$240
1.2	Discussing	6	3	$10	$180	$0	$180
1.3	Administrating	6	2	$10	$120	$0	$120
1.4	Decision Making	6	2	$10	$120	$0	$120
2	Research						
5.3	Reviewing and Proofreading the Project Presentation	6	1	$10	$60	$0	$60
5.4	Rehearsing the Project Presentation	6	4	$10	$240	$0	$240
5.5	Submitting, Printing and Presenting in the class	6	2	$10	$120	$40	$160
6	Project Management						
6.1	Initiating	1	2	$10	$20	$0	$20
6.2	Planning	1	6	$10	$60	$0	$60
6.3	Executing	1	15	$10	$150	$0	$150
6.4	Monitoring & Controlling	1	4	$10	$40	$0	$40
6.5	Closing	1	2	$10	$20	$0	$20
				Total	**$6,530**	**$80**	**$6,610**

COMMUNICATION PLAN

Stakeholder	What	When	How	Who	Where
Professor	Timeline for project	At start of the project	In-person	Team Evergreens	Class
	Project progress	Weekly	Online/In-person	Project Manager	Email/Zoom/Class
	Problems/doubts regarding the deliverables	Weekly	Online/In-person	Team Evergreens	Email/Zoom/Class
Team Members	Task assignment and Task deadline	Weekly	Online/In-person	Project Manager	Zoom/Class
	Time and days the team need to meet	Weekly	Phone/Online/In-person	Project Manager	Whatsapp Group/Zoom/Class
	Status of the project	Weekly	Phone/In-person	Project Manager	Whatsapp/Zoom/Class
	Change requests for project deliverables	At occurrence	Online/In-person	Professor	Email/Zoom/Class
	Sudden changes in scheduled plans/meets and tasks	At occurrence	Phone/In-person	Project Manager	Whatsapp/Zoom/Class
Project Manager	Conflicts between team members	At occurrence	Phone/In-person	Team Evergreens	WhatsApp /Zoom/Class
	Progress on deliverables and task with regards to the project schedule	Twice a week	Phone/In-person	Team Evergreens	Call/Text/Email/Class/Zoom
	Availability of the team members for team meeting	Weekly	Online/In-person	Team Evergreens	Email/Zoom/Class
	Scope of project	At start of the project	Online/In-person	Professor	Email/Zoom/Class
	Changes in team or requirements	At occurrence	Online/In-person	Professor	Email/Zoom/Class
	Difficulty faced by team members while working on the deliverables	Weekly	Online/In-person	Team Evergreens	Email/Zoom/Class
Investors/Panel	Communicate the project plan	On April 27th, 2022 at 6:00 pm	Project Presentation	Team Evergreens	In Class/Zoom
	Total funds requirement	On April 27th, 2022 at 6:00 pm	Project Presentation	Team Evergreens	In Class/Zoom
	Showcase best execution for the project	On April 27th, 2022 at 6:00 pm	Project Presentation	Team Evergreens	In Class/Zoom

RISK MATRIX

Risk List	Probability (1-5)	Impact (1-5)	Severity (P*I)	Action Plan	Contingency Plan
Not able to deliver all the 13 documents	2	5	10	Mitigate: Each team member must work according to the plan and the project manager must keep track of the progress and define all the 13 documents that are needed to be covered.	Do a review of the documents before submitting the work and in case of missing documents, the team must come up with a rough draft as soon as possible before 5 pm on 27th April.
Conflict of interest between team members	4	3	12	Mitigate: Ask the opinions of each team member on every document and throughout the project, discuss and decide on the best practice.	The project manager must take control of the issue and make amends between the parties involved keeping their stance unbiased.
No proper communication or inclusion of the team members and stakeholders	3	4	12	Mitigate: create a transparent communication plan so that every team member knows about what is going on.	Discuss internally the things you need to communicate with the professor and make sure that the entire team be present when it's being relayed to the professor.
Team members unable to stick to the decided schedule and course of action	5	3	15	Mitigate: Each team member should let the manager know in advance if they are not going to be available or if they are stuck somewhere. Document the changes if there are any requests.	Team members should update the team if they are not going to make it to the meeting but also try to connect via zoom or over a phone call.
Not understanding the scope properly	4	4	16	Mitigate: Be clear about the requirements, deliverables, and scope. Have a team brainstorming session and try to stick to it.	In case of changes, confirm with the stakeholders and document these changes. In case of doubts ask the professor.

ISSUE LOG

Issue	How to prevent	How to correct
Misunderstanding the scope of the project	Examine the problem statement and project scope, as well as check with the professor for clarification.	Connect with the professor
Incorrect Work packages / WBS	Understand the problem statement and scope of the project	Verify WBS with the professor.
Incorrect/ Irrelevant stakeholders	Analyze the problem statement	Verify Stakeholders with the professor.
Overestimation of project cost	Find out more about the costs of finishing the project.	Request the Professor to evaluate the cost estimate
Team Members Availability	Fix a time schedule taking into consideration every team member's availability	Arrange a meet virtually during weekends or after weekly class
Misunderstanding the communication plan	Understand the scope of the communications plan document thoroughly.	Check with the professor
Delay in submitting the "Requirements" document	Follow up with team members, and meet regularly once a week to complete document	Modify the project's schedule.
Unable to decide the department for non-profit	Do research over the internet & develop ideas for the better understanding	Connect with the professor

CHANGE REQUEST

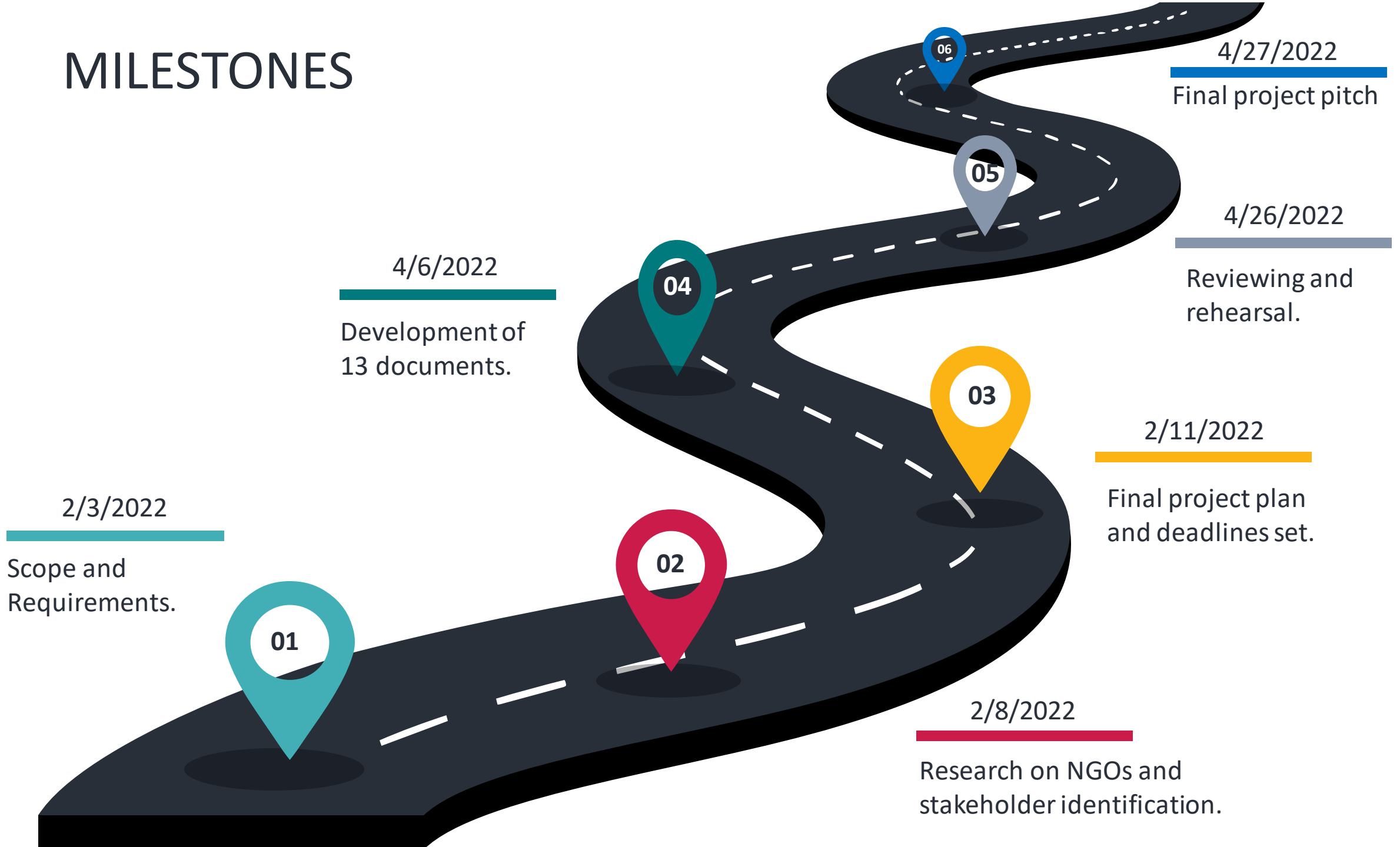| Date Request Submitted	Title of Change Request	Change Order Number	Description of change requested	Impact of proposed change	Approvers & Date
01/26/2022	The Objectives of Project charter	0001	• The objectives were not clearly defined. • So, the project manager wanted a more detailed report.	• Risk: Low • Schedule: 1 hour of additional work • Cost $60	• Mihir Shah/ Project Manager (02/02/2022)
02/16/2022	Minimum page requirements for Scope statement	0002	• The length of the scope statement in terms of page count was initially undefined. • However, Professor Herszon clarified that the minimum number of pages should be 20.	• Risk: Low • Schedule: 1.5 hours of additional work • Cost $75	• Mihir Shah/Project Manager (03/07/2022) • Prof. Herszon/ Client (03/09/2022)
03/02/2022	Milestones document	0003	• The professor made a request to get a new document based on the milestones of the project	• Risk: Low • Schedule: 1 hour of additional work • Cost $60	• Mihir Shah/ Project Manager (03/07/2022) • Prof. Herszon/ Client (03/09/2022)

LESSONS LEARNED

Process Group	Start Doing	Stop Doing	Continue Doing
Initiating		Going out of scope	Each team member to work according to their role and responsibilities assigned.
Planning	Meeting regularly to discuss the progress. Setting a deadline for meets and document reviews. Keeping in mind the needs of your stakeholders and the scope project.	Incomplete work & failure to meet deadlines.	Connect regularly to discuss the progress of the project
Executing	-	Procrastination.	Keep stakeholders informed about your progress and be aware of any requests for changes.
Monitoring & Controlling	Ensuring that deadlines are met effectively.	-	Feedback from team members and Professor Herszon should be obtained on every document.
Closing	Reviewing documents to see if all the requirements were fulfilled.	-	-

MILESTONES

Milestone	Date	Status	Responsible	Issues/ Comments
Understood the scope of the project and requirements.	2/3/2022	Completed	Team Evergreen	Faced issues in understanding the true scope of the project initially.
Research completed on existing non-profit organizations, identified sector and project stakeholders.	2/8/2022	Completed	Team Evergreen	Conducted thorough research on NGOs and the health sector. Gathered enough information to identify stakeholders in the project.
Finalized the project plan and deliverables deadlines.	2/11/2022	Completed	Mihir Shah	Team members voted for the best practices to follow and decided on the meet-up date and time.
Development of 13 documents.	4/6/2022	Completed	Team Evergreen	Added in the 13th document of milestones and requested by the professor.
Reviewing documents and rehearsal of the presentation.	4/26/2022	Complete	Team Evergreen	Great feedback from professor regarding the presentation slide font size.
Project presented in front of panel and class.	4/27/2022	Not completed yet	Team Evergreen	May need to pep talk and walk through the presentation once.

MILESTONES

2/3/2022

Scope and Requirements.

01

2/8/2022

Research on NGOs and stakeholder identification.

02

2/11/2022

Final project plan and deadlines set.

03

4/6/2022

Development of 13 documents.

04

4/26/2022

Reviewing and rehearsal.

05

4/27/2022

Final project pitch

06

Q&A