

## **REQUIREMENTS**

<b>A. Health Department</b>
A1. Establish that all program safety regulations are enforced adequately during the Project Plan.
A2. Act in accordance with all of the guidelines set for non-profit organizations and PPO.
A3. NGOs should book any future appointments for their member patients for consultation or any medical operations needed by the patient. In case of emergencies, it can be exempted.
A4. Ensure that all overhead charges for medical operations and consultations used by the patient member of the NGO be settled with the terms defined.
A5. Agree on partnership terms and conditions on annual basis.
<b>B. Team Members</b>
B1. The project manager should schedule meetings in alignment with all team members' availability.
B2. Decide and finalize on a non-profit organization category which should be either a member-serving or public-serving by January 26, 2022 so that the Project Plan can be initiated.
B3. Select a non-profit organization sector that will be focused on devising a successful Project Plan by January 26, 2022 to kick start the project.
B4. Select the name and appoint the Project Manager of a non-profit organization at the start of the Project.
B5. The project plan should be divided into 13 documents outlined by the Professor's requisites and consummated before April 15, 2022.

B6. The team should have an initial discussion of project requisites and the project manager should delegate responsibilities among the team by January 30, 2022.
B7. The team should have access to the templates of each document so that the project plan can be worked upon accordingly.
B8. The Project Manager should timely review all the work carried out to ensure smooth completion of the Project.
B9. The Project Manager should work in accordance with the authority given by the team members.
<b>C. Professor/Client</b>
C1. Develop and follow a project plan for a non-profit organization by April 27, 2022.
C2. The presentation of the project plan should be delivered on April 27, 2022, by 5 PM.
C3. Select the non-profit organization's topic as per the National taxonomy of exempt entities, which will provide a real contribution to society.
C4. The major non-profit category should be either a member-serving or public.
C5. Classify the non-profit organization with a specific form based on its type by January 26, 2022.
C6. The project plan is required to align with 13 documents as outlined by primary stakeholder requisites.
C7. Team to prepare Project Charter.
C8. Team to identify and list the project stakeholders.
C9. Team to develop a comprehensive list of requirements and map them according to

Difficulty x Importance.
C10. Team to develop a scope statement.
C11. Team to develop a Work Breakdown Structure.
C12. Team to create a WBS Schedule.
C13. Team to develop a cost estimate.
C14. Team to develop a communications plan.
C15. Team to create a risk probability/impact matrix.
C16. Team to create and update an issue log.
C17. Team to describe any change requests.
C18. Team to describe the lessons learned.
C19. Team to develop Milestones document.
C20. The team should follow the templates for each document as discussed and provided in the class.
C21. The team should add proper and important references if any as and when required.
C22. Deliver all the Project documents and the Presentation in PDF format by 5 PM on 27 <sup>th</sup> April, 2022 and print the entire report to distribute and share with the panel.
C23. The team should check each document with the professor to receive constructive feedback and work on it accordingly.
C24. The team should be able to complete the entire presentation within the given time frame of 40 minutes.

<b>D. Investors</b>
D1. All funds should be appropriately allocated to different causes and requirements of the NGO as per their need.
D2. Present a complete detailed project proposal to convince the investors.
D3. Share the audit and tax reports of the funds used on a quarterly basis.
D4. Define the marketing and public relation deliverables from the NGO
D5: The team must showcase the best potential and project plan to successfully run the campaign in order to secure the funding.
D6. Provide complete details on the campaign's protocols, safety practices, partner institute contracts, and necessary government documents received in order to be considered.
<b>E. Medical Organizations and Researchers</b>
E1. A final list of team members who will be working in collaboration with the researchers and medical organizations to be shared so as to decide if more/less people are required for the team.
E2. Develop a channel for connecting patients with medical organizations.
E3. Document the needs as specified by the researchers and medical organizations.
E4. Provide support to help medical organizations and researchers.
E5. Develop and share a plan about what information is required by the NGO from the researchers to successfully execute the proposed Project Plan.
<b>F. Collaborators</b>
F1. Publish mode of operations for cross-organization events and initiatives.

F2. Share a list of cancer patients in the outreach initiative during the initial kickoff discussion.

F3. Define terms on the resources to be provided by the collaborators.

F4. Discuss and address the guidance needed from the collaborators to drive the NGO successfully.

### **G. Project Manager**

G1. All team members should brainstorm and agree on a proposed non-profit from the given set of categories.

G2. All the team members should attend all team meetings.

G3. Team members should inform the Project Manager in prior if they are unavailable for any discussion during the Project timeline.

G4. All team members should adhere to the deadlines discussed to ensure timely completion of the Project Plan.

G5. The team should work on all the 13 documents required and discuss the same if any difficulties are being faced.

G6. The entire presentation with all the required 13 documents should be discussed and reviewed by the entire team by 20<sup>th</sup> April, 2022.

**REQUIREMENTS MATRIX**

