SCOPE STATEMENT

Project Title: Evergreen Cancer Foundation **Start Date:** 01/19/2022 **Finish Date:** 04/27/2022	
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.)*	
A. Health Department	
A1. Establish that all program safety regulations are enforced adequately during the Project Plan. The organization's first objective should be to keep everyone in the community safe and healthy. All safety protocols outlined by the Health Department and provided in the original application must be followed. Throughout the customer engagement period, all facilities should remain protected.	
A2. Act in accordance with all of the guidelines set for non-profit organizations and PPO. Following the NGO registration guidelines, including filing articles of organization, filing reports, dealing with tax concerns, obtaining permits and assuring compliance with all other legal requirements.	

A3. NGO 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. The NGO should promptly follow the process of reserving an appointment for the treatment purposes of any patient that comes to them so that all the needs of the patient are catered to without any unwanted wait time. In case of any emergencies, the process of making an appointment can be avoided and the patient can be treated on an urgent basis without performing any pre-defined medical formalities.
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. The NGO is responsible for making sure that all overhead charges that are not covered within the NGO terms with the medical organizations are looked after when a particular patient receives treatment, and the same charges are settled according to the discussed terms in the contract.
A5. Agree on partnership terms and conditions on annual basis. On an annual basis, a legal partnership agreement defining the management structure of a partnership and the day-to-day operations of the firm will be established, reviewed, and signed. The primary reason for making agreement changes annually is to ensure that any new practices or terms are incorporated into the agreement without any long delay.
B. Team Members
B1. The project manager should schedule meetings in alignment with all team members' availability. Team meetings will be held every week, depending on the availability of all team members. The meeting will be scheduled by the Project Manager. The team members' calendars will be blocked according to the meeting schedule and a calendar invite will be sent to them.

The meetings will take place in person.
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. The team members' primary objective will be to identify and discuss all possible Non-profit categories which will be either member-serving or public-serving from the following nine categories: 1) Arts, Culture, Humanities 2) Education 3) Environment and Animals 4) Health 5) Human Services 6) International, Foreign Affairs 7) Public Societal Benefit 8) Religion related 9) Mutual/ Membership Benefit
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. After selecting the Non-profit category, the team will brainstorm on deciding a particular sector which will be the main focus of the entire project and will be pivotal to the commencement of the project.
B4. Select the name and appoint the Project Manager of a non-profit organization at the start of the Project. The name of the non-profit organization to be chosen such that it embodies the organization's mission. The team will vote and appoint a Project Manager who will be responsible to oversee the project. The roles and responsibilities of the Project Manager

will be clearly communicated to the team.
B5. The project plan should be divided into 13 documents outlined by the Professor's requisites and consummated before April 15, 2022. As per Professor's requisites, the project team will divide the project deliverables into 13 documents. Each team member will brainstorm, discuss, and develop these 13 documents before the given deadline in order to ensure the successful completion of the project.
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. The Project Manager should schedule an initial kick-off meeting to discuss the project requirements, understand the team members' schedules and allocate tasks/responsibilities to team members based on their roles.
B7. The team should have access to the templates of each document so that the project plan can be worked upon accordingly. All team members should have access to the templates for all 13 project documents in order to comprehend the flow and efficiently execute the specified project plan according to the responsibilities assigned.
B8. The Project Manager should timely review all the work carried out to ensure smooth completion of the Project. The Project Manager should regularly monitor the progress of the project and ensure that the deliverables are on track with the timeline. The Project Manager should also provide feedback to the team members on the work completed and the way forward.
B9. The Project Manager should work in accordance with the authority given by the team members. The team members will allocate a few authorities to the Project Manager, and it will be his responsibility to abide by those authorities and work accordingly.

C. Professor/Client
C1. Develop and follow a project plan for a non-profit organization by April 27, 2022. Team Evergreens will work and devise a project plan to successfully complete the project by the given deadline.
C2. The presentation of the project plan should be delivered on April 27, 2022, by 5 PM. It will be the responsibility of Team Evergreens to complete the project and deliver the presentation of the same to the client by the decided deadline.
C3. Select the non-profit organization's topic as per the National taxonomy of exempt entities, which will provide a real contribution to society. Team Evergreens will ensure that the topic chosen for the Non-profit organization is in accordance with the defined requirements and guidelines and at the same time, will benefit and create an impact in a positive way on society.
C4. The major non-profit category should be either a member-serving or public. The team will be required to select a Non-profit sector that will benefit either member-serving or public-serving audiences.
C5. Classify the non-profit organization with a specific form based on its type by January 26, 2022. The team should have a clear mindset on what kind of Non-Profit area will they be focusing on from the given nine categories. This decision should be taken keeping in mind the opinions of all the team members.
C6. The project plan is required to align with 13 documents as outlined by primary stakeholder requisites. Team Evergreens will develop a project plan which will consist of working and developing 13 documents as underlined by the client in the requirements document. These 13

documents should be in accordance with the priorly discussed templates in the class.
C7. Team to prepare Project Charter. Team Evergreens will brainstorm and work towards developing an effective Project Charter as per the given template. The Project charter should have the project details, project objectives, deliverables, success criteria, risks and project sponsor name. Organize the required details in a sequence that is clear and easy to follow (based on the template shared by the professor). Ensure that the project charter also includes a place for key stakeholders to sign to indicate their acceptance.
C8. Team to identify and list the project stakeholders. Team Evergreens will discuss and identify the important stakeholders for the Project. The team will prepare a list of these stakeholders and map them onto a stakeholder matrix that will depict the Power x Interest of each stakeholder. Team should also outline the nature of each stakeholder as Positive, Negative or Neutral.
C9. Team to develop a comprehensive list of requirements and map them according to Difficulty x Importance. Team Evergreens will develop a list of requirements for each of the stakeholders and all these requirements will be compiled and mapped into a matrix as per Difficulty x Importance.
C10. Team to develop a scope statement. Team Evergreens will work in tandem to develop an extensively researched Scope Statement covering all the key aspects such as Project Information, Project Objectives, Project Justification, Scope of Product which is a detailed explanation of each of the requirements by each of the stakeholders involved, Scope of Project which is a detailed explanation of each of the work package present in the WBS and using what technique will each of the work package be delivered.

C11. Team to develop a Work Breakdown Structure. Team Evergreens will have to develop a Work Breakdown Structure based on the project plan. The team will identify all of the project's critical phases, produce a list of deliverables, and then break down the deliverables into manageable tasks. The same should be developed in a graphical format as presented in the class.
C12. Team to create a WBS Schedule. Team Evergreens will develop a WBS Schedule and also ensure that the schedule is in alignment with everything mentioned in the WBS. Each work package in the WBS should be broken down into two activities in the schedule, the time duration for each activity should be estimated and predecessors for the activities should be defined to identify the Project’s critical path.
C13. Team to develop a cost estimate. Team Evergreens is required to develop a cost estimate based on the WBS created. The Cost estimate should consist of estimated hours that would be required to complete each box of the WBS and the costs of any items that are to be purchased for the project. The budget should have labor costs which include the number of people required, the number of hours required and cost per hour at the rate of $10 per hour and also non-labor costs such as food or equipment.
C14. Team to develop a communications plan. Team Evergreens will develop a communications plan which will cover all stakeholders in accordance with the format given in the class. The communications plan document will consist of what communication will each stakeholder receive, when will they receive and how will they receive it.
C15. Team to create a risk probability/impact matrix. Team Evergreens will brainstorm and create a risk probability/impact matrix as per the

format given in the class which will consist of a minimum of 10 prioritized risks. Each risk stated on the document should have an action plan and a contingency plan.
C16. Team to create and update an issue log. Team Evergreens is required to document an issue log which will consist of all the issues that occurred during the project and using what way were these issues solved. The team is required to follow the template given in the class for developing the issue log.
C17. Team to describe any change requests. Team Evergreens will develop the change requests document which will describe all the change requests received from any of the stakeholders during the course of the project and also the impact of these change requests.
C18. Team to describe the lessons learned. Team Evergreens will describe the lessons learned during the project duration in a single document which will be divided into five process groups and give more information on what to start doing, stop doing and continue doing.
C19. Team to develop Milestones document. The team is required to develop the Milestones document as requested by Professor Herszon during the class. The team will have to follow the format given by the professor.
C20. The team should follow the templates for each document as discussed and provided in the class. Team Evergreens is required to follow the templates discussed in the class for each of the 13 project deliverables.
C21. The team should add proper and important references if any as and when required. The team should add all the sources that were referred during the course of the project for completing the project deliverables or for actioning on the discussed project plan.

C22. 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. Team Evergreens is required to compile all the project documents and form a presentation and deliver the same in a PDF format by the given deadline. The presentation report should be printed and distributed to each of the panel members.
C23. The team should check each document with the professor to receive constructive feedback and work on it accordingly. During the course of the project, the team should get all their documents reviewed by the professor so that the professor can give his feedback on each of the document and changes can be made to those documents accordingly.
C24. The team should be able to complete the entire presentation within the given time frame of 40 minutes. Team Evergreens will have to ensure that they time their project presentation with precision and complete the entire presentation with a short question and answer session within the allocated time period of 40 minutes.
D. Investors
D1. All funds should be appropriately allocated to different causes and requirements of the NGO as per their need. The NGO should ensure that all the funds allocated to them are distributed as per the need of that particular requirement and are well distributed across all causes.
D2. Present a complete detailed project proposal to convince the investors. The NGO team should be able to develop a detailed project proposal that covers all the aspects of the project that is the cost, project plan, benefits, and potential threats to present to the investors in order to convince them.

D3. Share the audit and tax reports of the funds used on a quarterly basis. It is the responsibility of the team to share the financial reports of the funds used with the investors on a quarterly basis.
D4. Define the marketing and public relation deliverables from the NGO. The team should have a well-defined marketing strategy for the investors and a well-defined template for the public relations deliverables.
D5: The team must showcase the best potential and project plan to successfully run the campaign in order to secure the funding. The NGO team should execute the project plan as finalized and approved by the investors. To ensure that the funding is secured, demonstrate successful activity completion in a timely manner.
D6. Provide complete details on the campaign's protocols, safety practices, partner institute contracts, and necessary government documents received in order to be considered. Providing investors with accurate information about the NGO's functioning and affairs. Investors must be aware of the NGO's financial department, legal department, partner contracts, campaign guidelines, safety measures, and other essential government paperwork.
E. Medical Organizations and Researchers
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. Determine the number of staff required to drive initiatives to collaborate with researchers and medical organizations. If necessary, hire new members based on the analysis. Make a list of team members who will be actively involved in the process and assign duties

accordingly.

E2. Develop a channel for connecting patients with medical organizations.

Setting up email campaigns and creating a patient portal to help patients connect with medical organizations. Assuring that the patient's electronic health record or test results are stored on the portal so that they may be accessed easily by the patient whenever required. Most importantly, maintaining secure messaging that allows patients to contact medical team members or ask inquiries.

E3. Document the needs as specified by the researchers and medical organizations.

In all areas, including administrative infrastructure, research staff expertise and experience, research facilities and equipment, organizational research culture, and so on, document the needs as described by researchers and medical organizations. Medical organizations may identify these needs based on existing records and databases, demographic statistics from a national web resource, staff surveys/interviews, and other sources.

E4. Provide support to help medical organizations and researchers.

Involve more team members based on the documented needs, build an executable plan, and allocate responsibilities with the goal of assisting 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.

Determine what kind of information are necessary to be provided by the research collaborators, whether it's research findings, demographic data from a community, or advancements in treatment techniques, and accordingly develop and share the plan with the researchers.

F. Collaborators

F1. Publish mode of operations for cross-organization events and initiatives. The team should have defined modes of communication for conveying information about the events and new initiatives being taken for future developments.
F2. Share a list of cancer patients in outreach initiative during initial kickoff discussion. Share the list of cancer patients and their information with collaborators, assisting them in their systematic attempts to discover individuals who require cancer treatment assistance.
F3. Define terms on the resources to be provided by the collaborators. The team should have a clearly defined agenda about the terms on the resources that are going to be provided by the collaborators for successful operation of the NGO.
F4. Discuss and address the guidance needed from the collaborators to drive the NGO successfully. Identify the areas where collaborators' guidance is needed to improve the efficiency and effectiveness of the NGO's operations, respond to the needs, and drive results.
G. Project Manager
G1. All team members should brainstorm and agree on a proposed non-profit from the given set of categories. The Project Manager is in charge of organizing and leading a brainstorming session. Members of the team should conduct research, brainstorm, and produce ideas for a non-profit organization based on the eight categories provided. All team member recommendations should be noted, and ideas should be filtered and finalized based on careful evaluation.
G2. All the team members should attend all team meetings.

All team members should attend all meetings, including the initial kick-off, status updates, brainstorming sessions, decision-making sessions, and any other meetings essential to the project's execution.
G3. Team members should inform the Project Manager in prior if they are unavailable for any discussion during the Project timeline. In case any team member is unable to attend a meeting or is unavailable during the project timeline due to any personal emergency, he/she should inform the Project Manager via an email or a call.
G4. All team members should adhere to the deadlines discussed to ensure timely completion of the Project Plan. The team members should evaluate the requirements and plan effectively to ensure that the tasks assigned to them are completed as per the Project Plan and deadlines are met.
G5. The team should work on all the 13 documents required and discuss the same if any difficulties are being faced. The Project Manager should divide the project deliverables among the team members, and the team should meet weekly to exchange updates and address any problems or difficulties with the project deliverables, and work together to resolve them.
G6. The entire presentation with all the required 13 documents should be discussed and reviewed by the entire team by 20th April, 2022. The team should have reviewed, updated, and finalized the presentation and the 13 project deliverables, ensuring they meet the required criteria.
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. Requirements:

1.1 Brainstorming We start with brainstorming or researching the requirements for the project. This will include the research for selecting an area to form an NGO and requirements for all the possible stakeholders that will be involved. All the requirements will be noted and compiled into a single document. We will also brainstorm on all possible issues that might occur during the course of the project. This would be vital for us in calculating the time required to complete the project successfully.
1.2 Discussing Post the completion of brainstorming, Team Evergreens will schedule a team meeting. All the team members will have to attend this meeting as this will be the Project Kick-off meeting. The team will discuss their ideas in the meeting and can conclude with the best possible recommendation to move forward with the project plan. Any suggestions from the team members that would be important to consider before the start of the project will also be discussed to ensure the smooth functioning of the project plan. The team will also discuss their availability so that the responsibilities can be assigned accordingly and meetings for the project can be scheduled accordingly.
1.3 Administrating Weekly update meetings should be organized based on the availability of all stakeholders. If a meeting is rescheduled or cancelled, all team members should be notified. Meeting minutes should be taken at kick-off, update, decision-making, and other meetings relating to the project's execution and should be shared with the team members. Stakeholder records should be kept up to date, and stakeholders should be informed of the project's progress. To ensure performance, project duties should be split among the team members. All 13 documents must be prepared and submitted in the necessary format and within the specified time frame.
1.4 Decision Making

The Project Manager in collaboration with all the team members will decide and finalize a sector for the Non-Profit Organization. The Project Manager will review all the requirements and roadblocks listed and collectively develop a Project timeline to successfully complete the project. The team will be required to strictly adhere to the decided Project timeline to ensure Project completion by the given deadline.
2. Research:
2.1 Studying other Non-Profit Organizations The team will research about other Non-Profit Organizations in order to understand the basic requirements to form an NGO. The team will also focus on understanding the functioning of these organizations and gain valuable insights which will help in deciding and finalizing the working structure of the NGO and the resources required for successful operation.
2.2 Identifying Non-Profit Sector
2.2.1 Discussing Ideas A team meeting will be scheduled in which each team member will come with their idea and suggestion of a Non-Profit Sector for forming the NGO. The entire team will briefly discuss all the potential sectors considering every team member's opinion.
2.2.2 Selecting a Non-Profit Sector Based on the brief discussion and after considering every team member's opinion and suggestion, the team will collectively decide on a Non-Profit sector which they feel will be the best to form an NGO in and will discuss the future plans.
2.2.3 Collecting additional information about the Non-Profit Sector After selecting a Non-Profit sector, the team will focus on collecting additional information which will be particular to the decided sector as that will help in understanding the

requirements, resources required, challenges that are to be encountered and the process of forming an NGO in the selected Non-Profit sector.

2.3 Identifying Stakeholders

2.3.1 Identifying Investors and requirements

In order to successfully run an NGO, it is very important to have investors that will support the cause of the NGO. For this purpose, the team will research, identify, and form a list of all potential investors and reach out to them. The team will share the initiative plan with each of the investors and understand and make a note of their requirements to ensure that the project scope is fulfilled.

2.3.2 Identifying Medical Organizations

The team will identify different medical organizations that work in collaboration with NGOs and other medical organizations that would be willing to help the cause of the NGO. The team will reach out to such organizations and pitch the project plan to them. The team will also understand their requirements and discuss the resources required for smooth functioning.

2.3.3 Identifying Collaborators

The team will identify and form a list of other NGOs that are also operating in the same sector and try to understand how they are managing the funds allocated and also understand the organizational working structure which will be helpful in resource management.

3. Project Plan Definition

3.1 Holding Team Meetings

3.1.1 Discussing status of previously completed work

A weekly team meeting will be scheduled throughout the course of the project wherein the team will discuss the status of the project. The team members will update the status of each work assigned to them so that the Project Manager will be able to identify if the project plan is operating as per the timeline decided or not and if not, what necessary steps need to be taken to ensure smooth and timely completion of the project.
3.1.2 Defining and planning future tasks deadline Based on the current status of the project at every team meeting, the project manager in collaboration with the team will plan and define a deadline for any new task that will be assigned to the team members.
3.2 Defining Project Deliverables
3.2.1 Understanding deliverables The team will discuss the project deliverables briefly to understand the requirements of each of the 13 documents so that all the documents are in alignment with the project plan.
3.2.2 Discussing content and format for deliverables After understanding the requirements of each of the deliverables, the team will focus on the content and format required to develop the deliverables. The team will ensure that the format of each document is in alignment with the one discussed in class. The team will also research and discuss the content required for each of the document to ensure that no key points are missed and all the information required to successfully develop the document is mentioned and clearly conveyed.
4. Project Implementation
4.1 Developing Project Deliverables
4.1.1 Developing a Project Charter

Team Evergreens will brainstorm and work towards developing an effective Project Charter as per the given template. The Project Charter will consist of the project details, project objectives, deliverables, success criteria, risks and project sponsor name. The project charter will be no longer than 2 pages in size.
4.1.2 Developing Stakeholder Matrix Team Evergreens will discuss and identify the important stakeholders for the Project. The team will prepare a list of these stakeholders and map them onto a stakeholder matrix that will depict the Power x Interest of each stakeholder. Team should also outline the nature of each stakeholder as Positive, Negative or Neutral. This document will have two parts wherein the first would be a list of the stakeholders and the second will be the stakeholder matrix.
4.1.3 Developing Requirements list and Matrix Team Evergreens will develop a list of requirements for each of the stakeholders and all these requirements will be compiled and mapped into a matrix as per Difficulty x Importance. This deliverable will also consist of two documents wherein the first document will be a comprehensive list of requirements from each of the stakeholders and the second document will be a matrix that will be mapped with the defined requirements.
4.1.4 Developing a Work Breakdown Structure Team Evergreens will have to develop a Work Breakdown Structure and the same will be developed in a graphical format as presented in the class. The team will ensure all the best practices are used for the development of the WBS.

4.1.5 Developing Project Schedule Team Evergreens will develop a Project Schedule and also ensure that the schedule is in alignment with everything mentioned in the WBS. Each work package in the WBS will be broken down into two activities in the schedule, the time duration for each activity will be estimated and predecessors for the activities will be defined to identify the Project's critical path. Each of the activity defined will have a predecessor apart from the ones that depend on the start of the project.
4.1.6 Developing the Scope Statement Team Evergreens will work in tandem to develop an extensively researched Scope Statement covering all the key aspects such as Project Information, Project Objectives, Project Justification, Scope of Product which is a detailed explanation of each of the requirements by each of the stakeholders involved, Scope of Project which is a detailed explanation of each of the work package present in the WBS and using what technique will each of the work package be delivered. The Scope Statement will also consist of Project Assumptions, Project Constraints and Out of Scope activities.
4.1.7 Developing a Cost Estimate Team Evergreens will create a list of tasks and resources needed to complete the project, and then divide the list into fixed and variable costs. The team will next compute the project cost using the chosen estimation method.
4.1.8 Developing a communications Plan Team Evergreens will compile a list of all project stakeholders (internal and external). Based on the list, the team will develop a communication strategy to ensure that each stakeholder receives the project-related information they require. The communication medium (email, meetings, etc.) will also be determined.
4.1.9 Developing a risk probability matrix Team Evergreens will make a list of all the project's possible risks. The team will decide on a response type for each identified risk: mitigate, eliminate, transfer, or accept. The team will next devise a plan to mitigate, eliminate, and transfer the problem. In the event that the

risk becomes a problem, the team should have a contingency plan in place that outlines the organization's response.

4.1.10 Developing and updating issue log

Team Evergreens will keep track of all issues that arose during the project and how they were resolved in an issue log. The issue log will contain information such as the issue type and name, its description, the identity of the person who reported the issue, the name of the person in charge of fixing the problem, and the date associated with issue reporting and resolution.

4.1.11 Describing any change requests

Team Evergreens will create a change request document that contains any stakeholder's suggestions for changes. The stakeholder includes the professor, team members and any other external stakeholders. The documentation will also show how the recommendations' implementations influenced the project's final outcome.

4.1.12 Describing the lessons learned

Team Evergreens will develop closing documentation after the project is completed, which will be separated into five process groups: initiation, planning, execution, tracking/monitoring, and closing. The team should select activities that should begin, halt, or continue taking in each of these process groups based on their learnings.

4.1.13 Developing project milestones

All key tasks that must be done by a certain date or the project will be delayed or stopped, such as budget approval, should be marked by Team Evergreens. The phase's conclusion should be recognized and concentrated on in order to achieve critical outcomes.

4.2 Evaluating the deliverables

4.2.1 Reviewing the deliverables

The project charter will be reviewed by Team Evergreens to see how closely the project results reflect the original aims. They will also assess the expected deliverables (including

the 13 documents) to confirm that they have been delivered to an acceptable degree of quality in accordance with the Professor's expectations.
4.2.2 Finalizing changes and documentation After inspecting the implemented deliverables, Team Evergreens will make the necessary changes and update the documentation to ensure that it is up to date.
5. Project Presentation and Submission
5.1 Discussing Presentation ideas and format Team Evergreens will get together to develop ways to make the presentation more participatory and engaging for the audience. The presentation's format and layout will also be discussed. All members of the team will communicate their ideas, which will be documented. The final concept will be filtered out based on team member votes and presentation guidelines defined by the Professor.
5.2 Compiling all Documents and Developing the Presentation After finalizing the project idea, Team Evergreens will compile all documents and filter out the required content. The team will first draft the presentation content as an outline. Once the outline has been created, the team will discuss changes and develop a final updated presentation.
5.3 Reviewing and Proofreading the Project Presentation The final Project Presentation will be reviewed by Team Evergreens for spelling errors and font or alignment inconsistencies. Each slide will be reviewed individually by the team to ensure that the image/graphics used are appropriate for the context of the presentation or that specific slide.
5.4 Rehearsing the Project Presentation Team Evergreens will rehearse the presentation in order to increase team confidence and familiarize themselves with the material in order to deliver an excellent presentation. The team will also ensure that the equipment is in good working order: the laptop will be able to

connect to the overhead projector, and the visuals are working properly on the laptop that will be used for the final presentation.
5.5 Submitting, Printing and Presenting in the class Team Evergreens will submit the final presentation on the blackboard in the format suggested by the Professor. The presentation will be printed and given to the judges for convenient access as well as the presenters for reference. During the presentation, the team will ensure smooth transitions and keep the audience engaged.
Project Assumptions: - The functioning of our NGO will result in reduced cancer mortality rates - On a weekly basis, meetings will be held to discuss project updates - We will finish the project as per the deadline - The panel will like our Project proposal - We will finish the project within the defined Budget - We will win the Project Competition - Our NGO will Provide real contribution to the local society
Project Constraints: - Time - Budget - Lack of funding - Lack of participation - Legal action - Unavailability of Team members due to unforeseen situations
Out of Scope: *(Describe what is out of the scope of the Project and Product)* - Creating awareness - Providing health services - Providing Transportation - Compensation for patients

- Development of any additional documents apart from the ones requested by the professor
- Hosting of Special Event after project completion
- Health License Application