

**Faculty of Business**  
**Department of Operation And Logistic**  
**Group Assignment**

STUDENT NAMES AND INDEX NUMBERS (NSBM)	28402 M N Hirushika 29321 D M U R Dissanayake 28195 S M N P Jayarathne 28478 K G A E Dharamasena		
CURRENT YEAR OF STUDYING	YEAR 1 SEMESTER 2		
MODULE CODE	OPL 1231	MODULE NAME	Introduction to Project Management
MODULE LECTURER	Ms. Arani Rodrigo.	SUBMISSION DATE	2023/08/24
Declaration: I certify that I have not plagiarized the work of others or participated in unauthorized collusion when preparing this assignment.			
Signature: .....  <span style="margin-left: 20px;">Date: 2023/08/24</span>			
For office purpose only:			
GRADE / MARK			
COMMENTS			

**22.2 BATCH ( PROJECT MANAGEMENT )**

**JUNE 2023**

# **ELDER HOUSE DONATION PROGRAM**



The "Elder House Donation Program" by Group 60, Batch 22.2 Project Management at NSBM Green University, focused on enhancing senior citizens' well-being. This report outlines our efforts to improve living conditions and enrich lives through targeted donations. It summarizes the project's goals, methods, achievements, and insights, highlighting our commitment to compassion and social impact.

**PREPARED AND PRESENTED BY**

GROUP NO - 09  
22.2 BATCH  
PROJECT MANAGEMENT

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# ACKNOWLEDGEMENT



We extend our sincere gratitude and appreciation to all those who have been instrumental in the successful execution of the Elder House Donation CSR Project. As undergraduate students of NSBM Green University, 22.2 batch, we recognize the invaluable support and guidance that we have received throughout this journey.

We are thankful to our faculty advisors, for their unwavering encouragement, expertise, and continuous mentorship. We would like to express our heartfelt thanks to the senior management of NSBM Green University for providing us with the platform and resources to undertake this meaningful endeavor. Your trust and support have empowered us to make a positive impact on our community.

Our gratitude extends to our fellow batchmates for their contributions, dedication, and teamwork. Your collective efforts have been the driving force behind the success of this project.

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We extend our deepest appreciation to the local community members, donors, sponsors, and volunteers who believed in our cause and contributed their time, resources, and expertise. Your support has made a significant difference in the lives of the elderly residents who now benefit from the Elder House facilities.

Lastly, we wish to acknowledge the senior citizens themselves for inspiring us with their stories, wisdom, and resilience. Your presence has reinforced the importance of our mission and reminds us of the profound impact that a caring community can have on the lives of its members.

To all those mentioned and those who remain unnamed but have played a role in this project, we offer our heartfelt thanks. Your collective efforts have transformed the Elder House Donation CSR Project into a reality that will continue to positively influence our community for years to come.

WITH SINCERE APPRECIATION,

GROUP NO - 09  
22.2 BATCH  
PROJECT MANAGEMENT



# INTRODUCTION



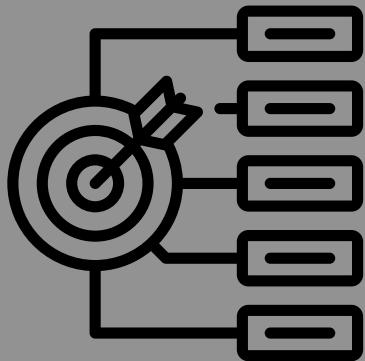
In an era marked by progress and modernization, it is essential to ensure that the most vulnerable members of our society are not left behind. As undergraduate students of NSBM Green University, 22.2 batch, we undertook a meaningful journey to address a pressing societal concern – the well-being of our senior citizens. Our project, the Elder House Donation CSR Project, stands as a testament to our commitment to make a positive impact on the lives of the elderly within our community.

The Elder House Donation CSR Project was born from a shared vision to create a haven for our seniors, a place where they could find solace, care, and a renewed sense of belonging. This endeavor deeply resonates with the core values of our university, which emphasize the importance of community, empathy, and social responsibility.

## GOAL

The primary goal of the Elder House Donation CSR Project was to improve the quality of life and well-being of senior citizens residing in care facilities by providing essential items, creating a dignified living environment, and fostering social interaction. Through this initiative, we aimed to enhance the comfort, dignity, and happiness of elderly individuals, ensuring they lead fulfilling lives in a supportive and engaging community.

## OBJECTIVE



The focal point of the Elder House Donation CSR Project is the resolute intention to enhance the living conditions of senior citizens. Our core objective revolves around the fundamental need to provide them with improved standards of living, particularly in care facilities. Through the provision of essential items such as bedding, furniture, personal care products, and recreational materials, our ultimate goal is to cultivate an environment that is both dignified and comfortable – one that positively contributes to the overall well-being of these valued members of our community.



# PRODUCT BREAKDOWN STRUCTURE/WORK BREAKDOWN STRUCTURE

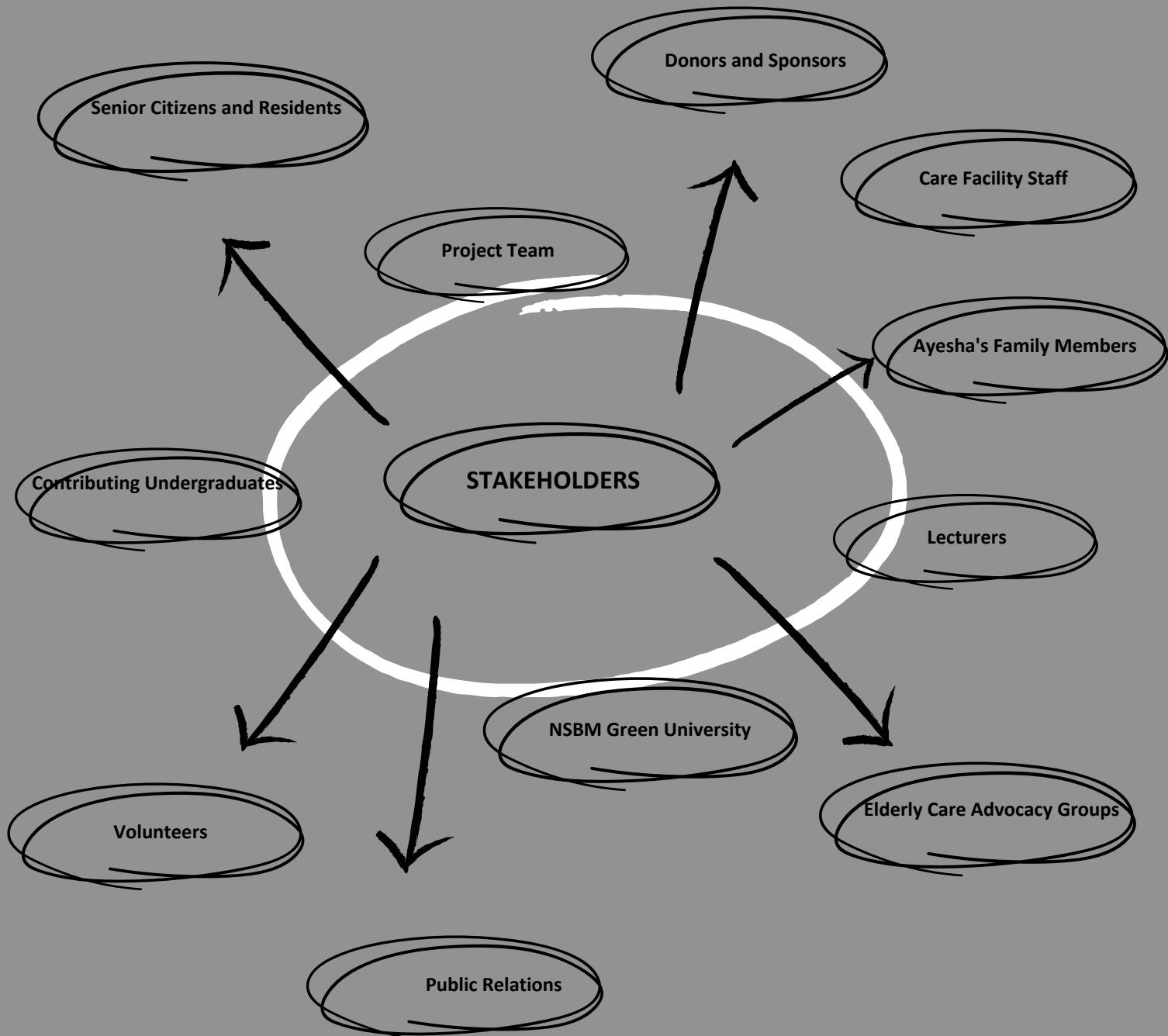
Product Breakdown Structure	Work Breakdown Structure
Planning and conducting	<ol style="list-style-type: none"><li>1. Research potential elder care facilities in need.</li><li>2. Create a budget for the donation project.</li><li>3. Identify the scope and goals of the donation.</li><li>4. Develop the timeline for the entire process.</li><li>5. Establish the team to coordinate and manage the project.</li><li>6. Secure the necessary approval or permits.</li><li>7. Plan transportation and delivery of the donation</li></ol>
Selecting an elder house	<ol style="list-style-type: none"><li>1. Identify potential eldercare homes or facilities that align with the donation's goal and value.</li><li>2. Evaluate the specific needs and requirements of the elder house, such as the level of care provided and location</li><li>3. Conduct thorough background checks on the elder house to ensure its credibility and reputation</li></ol>

Visit the elders house	<ol style="list-style-type: none"> <li><b>1. Arrange transportation to the elder house</b></li> <li><b>2. Communicate with the team members participating in the visit</b></li> <li><b>3. Meet the elder housed owner and discuss our project activities.</b></li> <li><b>4. Determine the donation items needed and their constitutes</b></li> </ol>
Obtain approval from relevant parties	<ol style="list-style-type: none"> <li>1. Get permission from the module lecture to carry out the project.</li> <li>2. Get permission from the elder house owner to carry out the project.</li> <li>3. Develop a clear communication plan to engage with stockholders</li> <li>4. Get permission from team member's parents</li> </ol>
Fix the dates	<ol style="list-style-type: none"> <li>1. Talk to the owner of the elder house and fix a day to carry out the project.</li> <li>2. Communicate with the modal lecture and fix a day to carry out the project.</li> <li>3. Coordinate event setup, ensuring everything is in place</li> </ol>
Fundraising	<ol style="list-style-type: none"> <li>1. Identify target donators</li> <li>2. Set a fundraising budget</li> <li>3. Determine the type of stalls to allocate</li> <li>4. Decide on the donation collection method</li> <li>5. Secure the location and necessary permit for the stalls</li> <li>6. Divide available space for different type od stalls</li> <li>7. Prepare a donation letters and create engaging displays to encourage donation</li> </ol>
Conduct fundraising activities	<ol style="list-style-type: none"> <li>1. Purchas of Equipment required for fundraising activities.</li> <li>2. Conducting the stole</li> </ol>
Purchasing the materials for donation and purchasing plants	<ol style="list-style-type: none"> <li>1. Make an order from catering service purchasing the glassware</li> <li>2. Purchasing cleaning and sanitization equipment</li> <li>3. Preparing a suitable means of transport for the transportation of food and essential materials</li> </ol>

Transport project team and goods	<b>1. Find the location.</b> <b>2. Find the transport vehicle.</b>
Cleaning Elder house	1. Sweeping the floor 2. Cleaning the outdoor 3. Removing the spider webs
Preparing the breakfast	1. Preparing the main dashers 2. Use appropriate cooking techniques for each dashers
Donate breakfast and donate item	1. Transport equipment to the elder house 2. Coordinate with the staff to ensure smooth distribution 3. Coordinate delivery date and time with the elder house
Conducting the entertainment program	1. Indenting needs equipment 2. Indenting the program location
End of the event	1. Cleaning the place where the events were held. 2. Thank you to the head of the elder house for supporting the successful completion of the project. 3. Monitor the elder house's functionality and address any issues. 4. Gather feedback from residents and staff

# STAKEHOLDERS

The success of the Elder House Donation CSR Project was made possible through the collaboration and support of various stakeholders, each contributing their expertise, resources, and commitment to the well-being of senior citizens. The following stakeholders played integral roles in the project:





#### Project Team

Group No. 60, comprised of undergraduate students from NSBM Green University's 22.2 batch, spearheaded the Elder House Donation CSR Project. United by a common goal, we harnessed our collective skills and determination to enhance the lives of senior citizens. Under the guidance of our faculty advisors, we orchestrated the project, exemplifying effective teamwork and a resolute commitment to social responsibility.



#### Module lecturer

NSBM Green university, Our module lecturer was Ms. Arani Rodrigo. Where we presented our project proposal to her. She told us about the shortcoming there. She showed us the way to successfully complete the project by minimizing the shortcoming. Also, she explained to us how we should implement each steps of the project in terms of practical and theory. Under the guidance given by her, we got a lot of support to successfully complete our support.



#### Department lecturer

MS. Rekha Kulasekara , who was a department lecturer in the logistics and operation department of NSBM green university ,gave us a lot of support . She provided excellent guidance for the successful completion of this project. Also ,she provided guidance on how to prepare the project report correctly. And Mr.Shaja Musthaffa gave us a very high level of support obtaining permission for activities like fund raising and those of things.

Overall, the support given to us by the Logistics and operation department lecturers were and entire NSBM green university of for the successful completion of our project cannot be expressed in words.



#### Contributing Undergraduates

A group of dedicated undergraduates from NSBM Green University's 22.2 batch came together to support the Elder House Donation CSR Project. Their collective effort, commitment, and enthusiasm were instrumental in realizing the project's goals. Through their dedication, they exemplified the spirit of social responsibility and showcased the positive influence that driven students can have on their community.



#### NSBM Green University

NSBM Green University served as the foundation and catalyst for the Elder House Donation CSR Project. As our educational institution, NSBM provided us with resources, guidance, and a platform to execute this impactful initiative. The university's commitment to nurturing responsible citizens empowered us to take action, reflecting its dedication to holistic education and community engagement.



#### Senior Citizens and Residents

The senior citizens and residents of the care facilities were the heart and soul of the Elder House Donation CSR Project. Their presence and well-being were the driving force behind our endeavor. Their participation, feedback, and smiles highlighted the project's significance. Through their stories and experiences, they reminded us of the importance of our mission and inspired us to create a comfortable, dignified environment that positively impacts their lives.



#### Donors and Sponsors

The generosity of our donors and sponsors played a pivotal role in making the Elder House Donation CSR Project a reality. Their financial contributions and support provided the resources needed to enhance the lives of senior citizens. Through their philanthropic spirit, they demonstrated their commitment to social welfare and created a direct and positive impact on the well-being of the elderly residents.



#### Care Facility Staff

The dedicated care facility staff were crucial pillars in the Elder House Donation CSR Project. Their insights, expertise, and collaboration were integral to understanding the needs of the senior residents. Their hands-on involvement ensured the project's seamless execution, contributing to the improved living conditions and overall well-being of the elderly residents. Their commitment highlighted the essential role they play in providing quality care and support to the elderly population.



#### Elderly Care Advocacy Groups

The support and guidance of elderly care advocacy groups significantly enriched the Elder House Donation CSR Project. Their expertise and insights helped align our efforts with best practices and a deep understanding of the needs of senior citizens. Through their collaboration, they reinforced our commitment to enhancing the lives of the elderly and exemplified the impact of dedicated advocacy in fostering positive change within the community.



#### Public Relations

The involvement of the public relations sector lent vital visibility and amplification to the Elder House Donation CSR Project. Through their efforts, the project's goals, achievements, and impact reached a wider audience. Their skillful communication strategies facilitated awareness, engagement, and community support, showcasing the power of effective messaging in driving meaningful initiatives that benefit society.



#### Volunteers

The involvement of the public relations sector lent vital visibility and amplification to the Elder House Donation CSR Project. Through their efforts, the project's goals, achievements, and impact reached a wider audience. Their skillful communication strategies facilitated awareness, engagement, and community support, showcasing the power of effective messaging in driving meaningful initiatives that benefit society.



#### Ayesha's Family Members

Ayesha's family members played a pivotal role as the primary sponsors of the Elder House Donation CSR Project. Their significant financial support was instrumental in making the project a reality. Their unwavering dedication and generous contributions directly influenced the success of the initiative. Their commitment to enhancing the lives of senior citizens exemplified the spirit of philanthropy and social responsibility, leaving a lasting impact on the project's outcomes and the well-being of the elderly residents.

The coming together of these stakeholders showcases the remarkable impact that can be achieved through collective effort. Their shared commitment underscores the potential of a community united by a singular purpose. Through their collaboration, they have woven a tapestry of positive change, demonstrating how diverse entities can synergize to bring about tangible improvements in the lives of senior citizens. The enhanced living conditions, the fostering of dignity, and the promotion of social interaction among the elderly residents stand as testament to the power of their joint endeavors. Moreover, their efforts have transcended the immediate project, leaving a lasting mark on the community by inspiring a culture of compassion and social responsibility. The harmony of their contributions emphasizes the significance of a holistic approach to social betterment. By acknowledging and valuing the wisdom and experiences of senior citizens, they have collectively contributed to a shift in societal awareness. This, in turn, nurtures a greater understanding of the importance of supporting our elders, not just as beneficiaries but as integral members of our community. Ultimately, their unity serves as a living illustration of the potential that lies within us all to effect meaningful change. By coming together and focusing on a common objective, they have laid the foundation for a more compassionate and responsible society, where the well-being of all its members, including its senior citizens, is prioritized and cherished.

# RISK OF THE PROJECT

**Probability of Happening**



**Impact to the CSR project**



Risk	Probability of Happening	Impact to the CSR Project	Precautions (Solutions)
Obtaining approval from relevant parties	<span style="color: yellow;">●</span>	<span style="color: red;">●</span>	<ul style="list-style-type: none"> <li>Clearly presenting project benefits, engage stakeholders early, provide timely documentation.</li> </ul>
Inadequate funds	<span style="color: red;">●</span>	<span style="color: red;">●</span>	<ul style="list-style-type: none"> <li>Diversify funding sources, create a comprehensive budget, secure sponsorships or donations.</li> </ul>
Insufficient time management	<span style="color: yellow;">●</span>	<span style="color: yellow;">●</span>	<ul style="list-style-type: none"> <li>Develop a precise project timeline, delegate tasks, and monitor progress consistently.</li> </ul>
Team members' lack of participation or cooperation	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<ul style="list-style-type: none"> <li>Fostering open dialogue, promptly address concerns, cultivate a supportive team environment.</li> </ul>

Risk	Probability of Happening	Impact to the CSR Project	Precautions (Solutions)
Ineffectual project management or coordination			<ul style="list-style-type: none"> <li>Assign capable project managers, establish clear communication channels, utilize project management tools.</li> </ul>
Facing criticism from stakeholders			<ul style="list-style-type: none"> <li>Maintain transparent communication, manage expectations, proactively handle concerns.</li> </ul>
Improper use of funds			<ul style="list-style-type: none"> <li>Implement stringent financial controls, conduct periodic audits, maintain transparent financial records.</li> </ul>
Insufficient team size (capped at five)			<ul style="list-style-type: none"> <li>Assessing project requirements early, consider outsourcing, delegate tasks strategically.</li> </ul>
Falling short of stakeholder objectives			<ul style="list-style-type: none"> <li>Defining stakeholder objectives clearly, uphold consistent communication, adapt the project plan as needed.</li> </ul>
External factors impacting project execution			<ul style="list-style-type: none"> <li>Formulate contingency strategies, monitor external circumstances, adjust project timeline accordingly.</li> </ul>

- This table provides a concise overview of each risk's likelihood, potential impact, and suggested precautions for addressing or mitigating them in the context of your project.

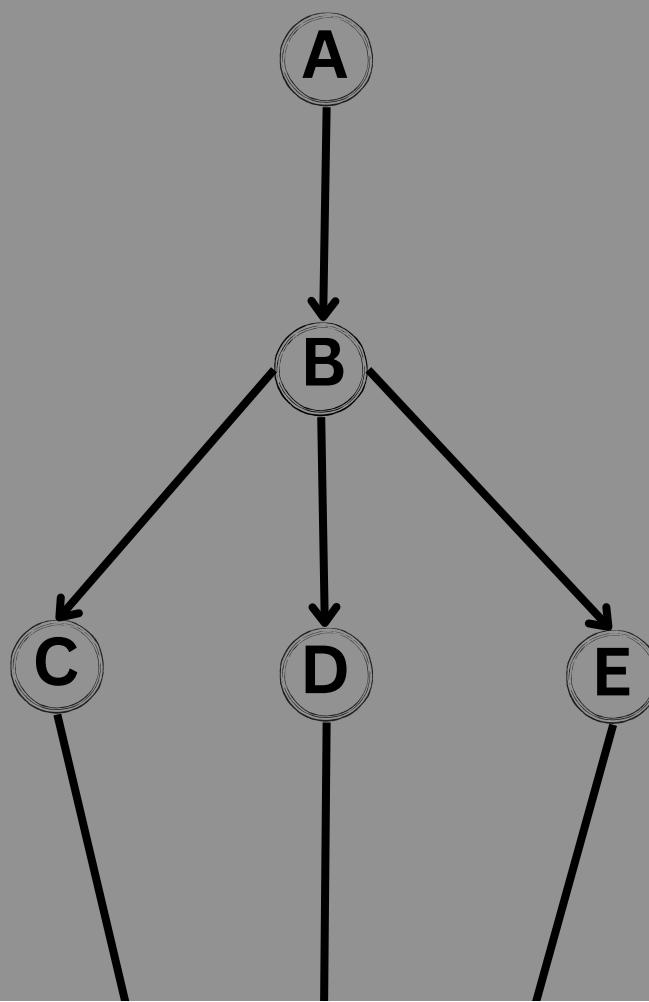
# AON TIME MANAGEMENT NETWORK DIAGRM

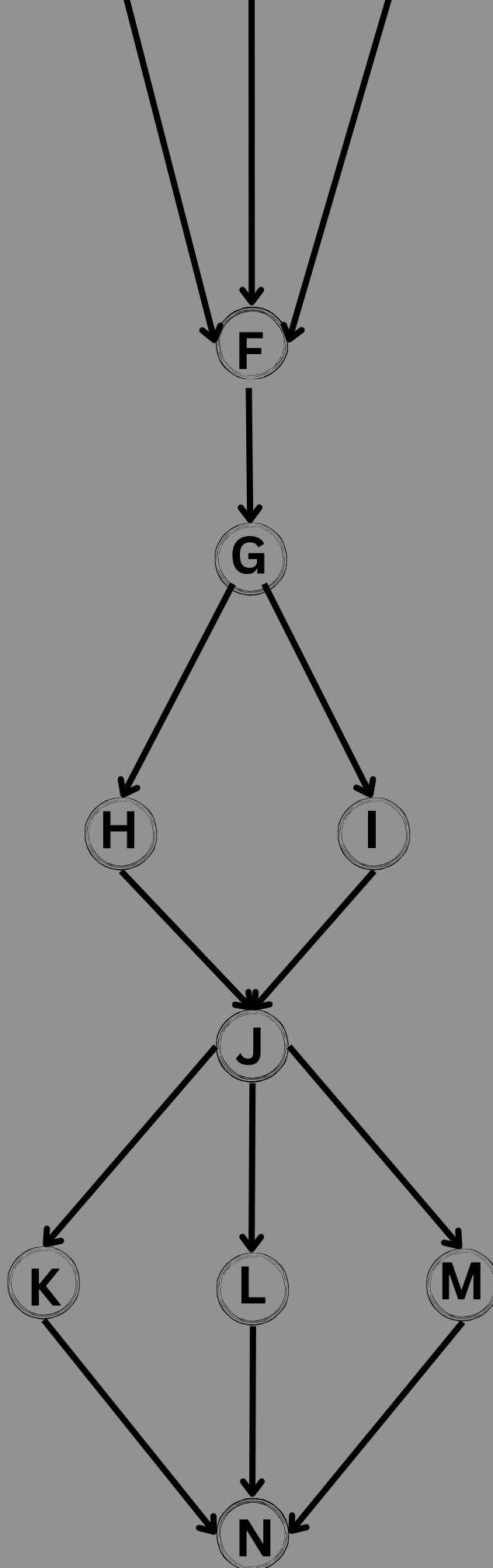
An Activity-on-Node (AON) network diagram visually represents project activities and their dependencies using nodes (circles) and arrows. Here's a simplified representation of the AON network diagram for the Elder House Donation CSR Project:

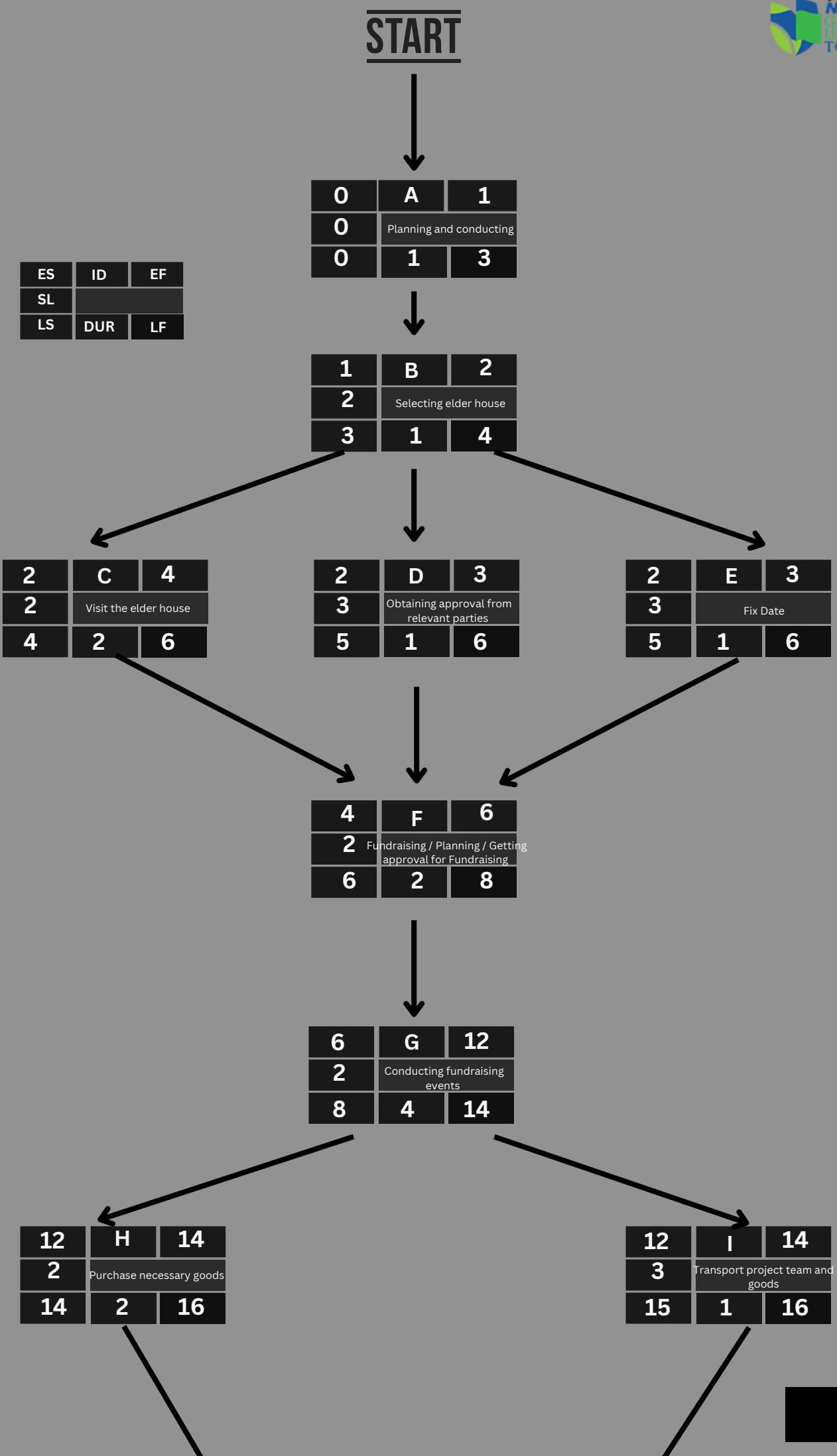
Activity identify code	Activity Description	Immediate Predecessors	Time (Days)
A	Planning and conducting	None	1
B	Selecting elder house	A	1
C	Visit the elder house	B	2
D	Obtaining approval from relevant parties	B	1
E	Fix Date	B	1
F	Fundraising / Planning / Getting approval for Fundraising	C D E	2
G	Conducting fundraising events	F	6
H	Purchase necessary goods	G	2
I	Transport project team and goods	G	1

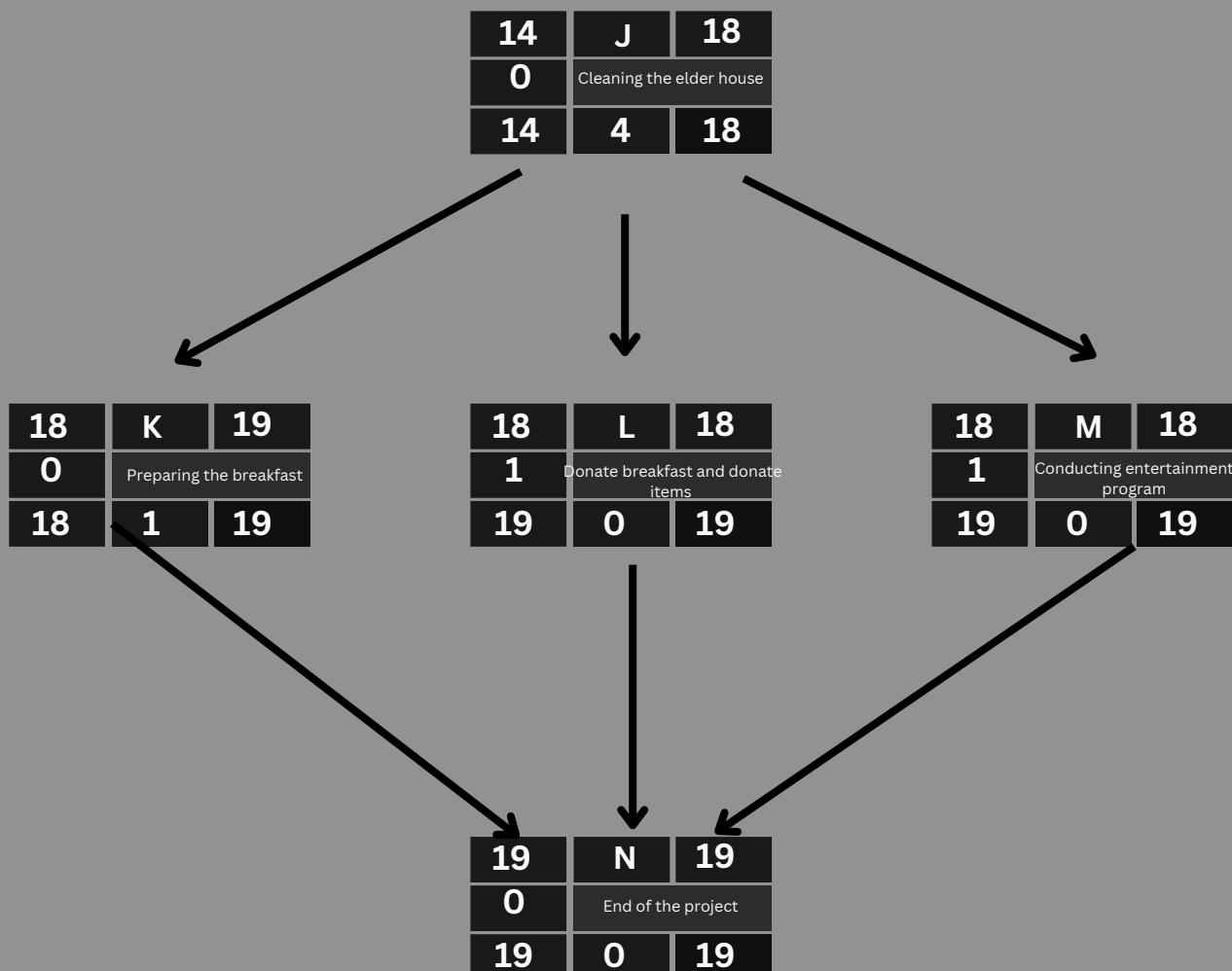
J	Cleaning the elder house	H I	4
K	Preparing the breakfast	J	0
L	Donate breakfast and donate items	J	0
M	Conducting entertainment program	J	0
N	End of the project	K L M	0

**START**









<b>Duration</b>	-	<b>19 Days</b>
<b>Merge Activities</b>	-	<b>F J N</b>
<b>Burst Activities</b>	-	<b>B G J</b>

# BUDGET

Certainly, here's a more detailed budget outline based on the different project expenses you've listed:

Project: Elder House Donation Program  
 Detailed Budget Estimate

Expenses	Estimate Budget	Actual Budget
	Expenses	Expenses
	Rs	Rs
Travelling	10,000/-	8,000/-
Breakfast Meal	30,000/-	35,600/-
Dessert	5,000/-	4,800/-
Sanitizer, Cleaning equipment	15,000/-	14,200/-
Towels	8,000/-	7,500/-
Extra budget for uncertainty	2,000/-	2,000/-
Total	70,000/-	72,100/-

# CONCLUSION

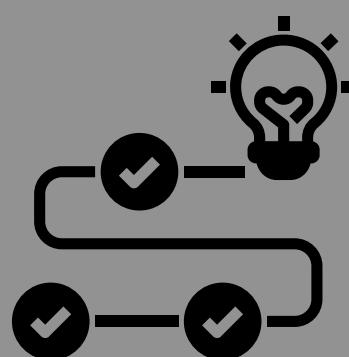
In conclusion, the Elder House Meal, Equipment, and Happy Program Donation Project has emerged as a crucial endeavor with far-reaching positive impacts on the elderly community. Through this comprehensive initiative, the goal of enhancing the quality of life for seniors has been achieved by addressing their nutritional, equipment-related, and emotional needs. The project's multifaceted approach has showcased its effectiveness in improving the overall well-being and happiness of the elderly recipients.

The provision of nutritious meals stands out as a cornerstone of the project's success. Malnutrition and related health issues are prevalent among the elderly population, and the initiative's focus on delivering balanced, wholesome meals has led to significant improvements in their physical health. Regular access to healthy food has not only positively influenced their nutritional intake but has also resulted in increased energy levels, better immune systems, and a reduced risk of chronic illnesses.

The provision of essential equipment to elder houses has been another pivotal aspect of the project. There we worked to provide essential equipment for the elderly home such as sanitizing , household items, Recreational material and cleaning equipment.

The Happy Program, a unique component of the initiative, has contributed significantly to the emotional well-being of the elderly beneficiaries. Loneliness and isolation are prevalent issues in the aging population, leading to mental health concerns such as depression and anxiety. The program's emphasis on social engagement, recreational activities, and companionship has combated these issues effectively. Volunteers and professionals trained in geriatric care have dedicated their time to engage with the seniors, organize events, and facilitate meaningful interactions. The result has been a noticeable reduction in feelings of loneliness, an increase in social connections, and a greater overall sense of contentment among the elderly participants.

Sustainability is a key consideration for any community project, and the Elder House Meal, Equipment, and Happy Program Donation Project is no exception, we worked from the bignning thinking that it was a social care process.



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In conclusion, the Elder House Meal, Equipment, and Happy Program Donation Project has emerged as a beacon of hope and positive change for the elderly community. Through its holistic approach encompassing nutrition, equipment provisions, and emotional support, it has created a profound impact on the lives of its beneficiaries. By addressing the pressing issues of malnutrition, mobility, and loneliness, the project has significantly enhanced the quality of life for seniors, allowing them to age with dignity, security, and happiness. As we look towards the future, the lessons learned from this project can serve as a blueprint for similar endeavors aimed at fostering well-being and inclusivity for vulnerable populations.

# CONTRIBUTION LIST

## Elder House Donation Program - Group Contribution Sheet

Index Number	Name	Contribution to the Report
28402	M N Hirushika	<ul style="list-style-type: none"> <li>Acknowledgment</li> <li>Work Breakdown Structure</li> <li>Risk of the Project</li> <li>AON time management network diagram</li> </ul>
29321	D M U R Dissanayake	<ul style="list-style-type: none"> <li>Product Breakdown Structure</li> <li>Conclusion</li> <li>Design the report</li> </ul>
28195	S M N P Jayarathne	<ul style="list-style-type: none"> <li>Stakeholders</li> </ul>
28478	K G A E Dharmasena	<ul style="list-style-type: none"> <li>Budget Estimation</li> <li>Making the report</li> </ul>



# PHOTOS





M.N. සිංහල,  
NSBM හංක තිරු විද්‍යාලය,  
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ମହାକାଲିଙ୍ଗରେ / ମହାକାଳରେଣୁନି,  
ଉତ୍ତାପନକିମ୍ବ ଜୟଧା ଆବାଦ ଲବ, ଗନ୍ଧିଲ.

NSBM හිත විස්ට වැදුණාලයේ සලවු වහා තුනෙම් ලබා  
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ଶେଷ  
ବିକ୍ରି

L.M.N. හරිතිකා  
ඡලුව මයේ  
NSBM හම්බ විෂ්වාස්ථානය