



Girls Run the World

Empowering girls through fitness

Project Manager: Christina Betancourt
Pink Divas Team: Brittney Benites, Lauren Chiarello,
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Agenda

- 1. Nonprofit Mission
- 2. Project Charter
- 3. Stakeholder Matrix
- 4. Requirements
- 5. Scope Statement
- 6. WBS & WBS dictionary
- 7. Gantt Schedule
- 8. Cost Estimate
- 9. Communications Plan
- 10. Risk Plan
- 11. Issue Log
- 12. Change Requests
- 13. Lessons Learned

Non-Profit Mission

To build the confidence of young girls by engaging them in physical activity and a healthy lifestyle as a vehicle to reach their full potential.

**“A girl should be two things:
who and what she wants.”**

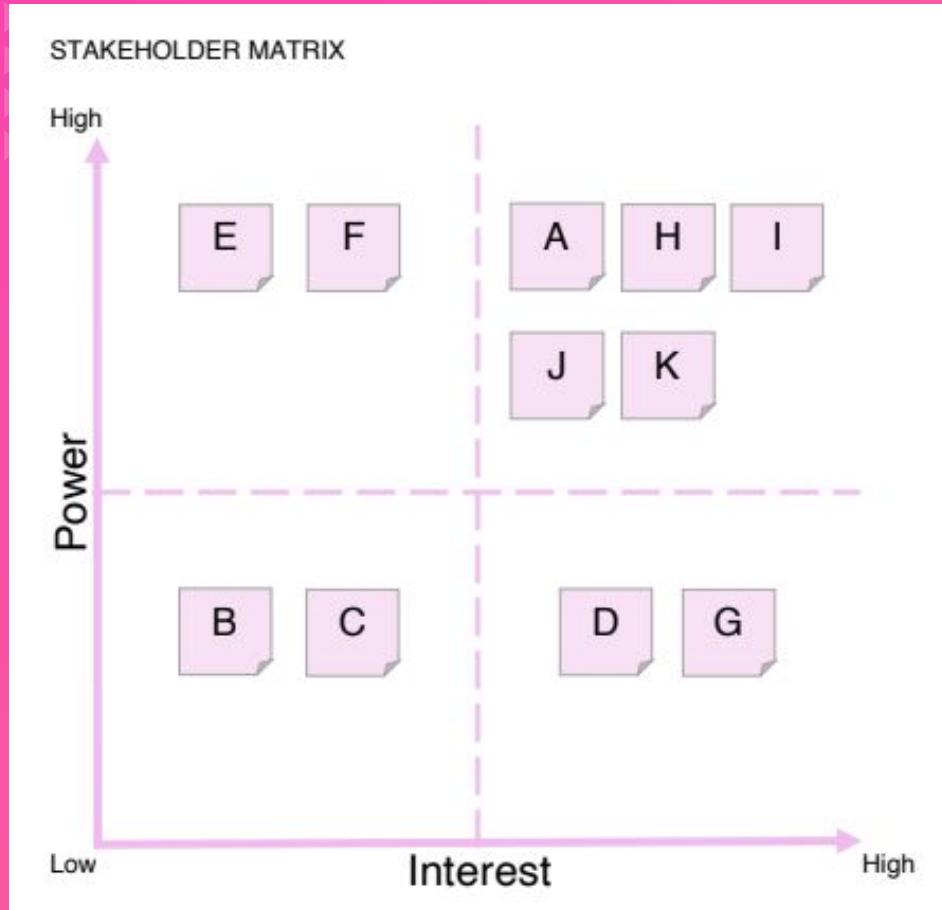
- Coco Chanel



Project Charter

- **Project Manager:** Christina Betancourt
- **Budget:** \$4,000
- **Objective:** Launch non-profit
- **Deliverables:** 12 Deliverables of WBS, Gantt, etc
- **Justification:** Empower girls through fitness
- **Success Criteria:** Timely delivery, obtain funding
- **Risks:** Lack of volunteers, Health risk of COVID-19
- **Constraints:** Time, Cost, Scope
- **Assumptions:** No discrimination

Stakeholder Matrix



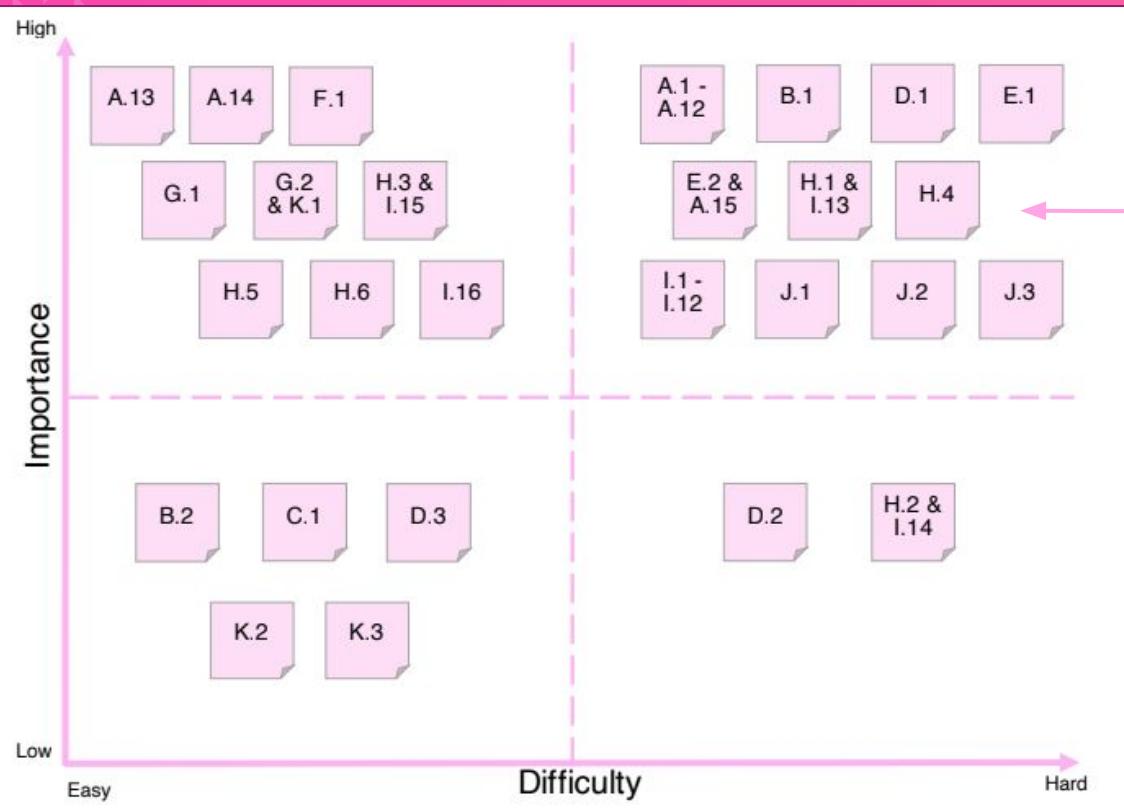
Key

- A. Client (+)
- B. Community
- C. Competing Non-profits (-)
- D. Employees (+)
- E. Investors (+)
- F. New Jersey Government
- G. Participants' family (+)
- H. Pink Divas (+)
- I. Project Manager (+)
- J. Teenage Participants (+)
- K. Volunteer runners (+)

Requirements List

- Client → Project Deliverables
- Community → Integration
- Competing Non-Profits → Ethical Behavior
- Employees → Performance Reviews
- Investors → Project Plan
- NJ Government → Incorporation Forms
- Participants' Families → Progress Report
- The Pink Divas → Successful Project
- Project Manager → Win Final Project
- Teenage Participants → Develop Friendships & Mentorships
- Volunteers → Feedback

Requirements Matrix



High Importance; High Difficulty

- A.1-A.12 & I.1-I.12: Twelve Deliverables
- B.1: Community Integration
- D.1: Fair Salary
- E.1: Project Plan
- E.2 & A.15: Presentation
- H.1 & I.13: Successful Plan
- H.4: Program Participation
- J.1: Friendships/Mentorship
- J.2: Performance Statistics
- J.3: Feedback/Suggestions

Scope Statement

Scope of the Product

- Client - Project Presentation
- Community - Limited Road Closures
- Employees - Work/Life Balance
- Investors - WebEx Presentation
- Participants' Families - Safety Procedures
- The Pink Divas - Weekly Meetings
- Project Manager - Feedback
- Teenage Participants - Suggestions
- Volunteers - Working Hours



Scope Statement

Scope of the Project

- **Research - Mission**
- **Definition - Staffing**
- **Project Plan Development - Twelve Documents**
- **Presentation - Rehearsal**
- **Launch - Legal Incorporation, Location, Sponsors, Marketing, Staffing, Fundraising**
- **Project Management - Five Process Groups**



Scope Statement

Out of Scope



- Set Up
- Mailed Presentation
- Tutoring Services
- Physical Therapy/
Medical Services

Work Breakdown Structure



Work Breakdown Structure

Phase 1: Research



Work Breakdown Structure

Phase 2: Definition



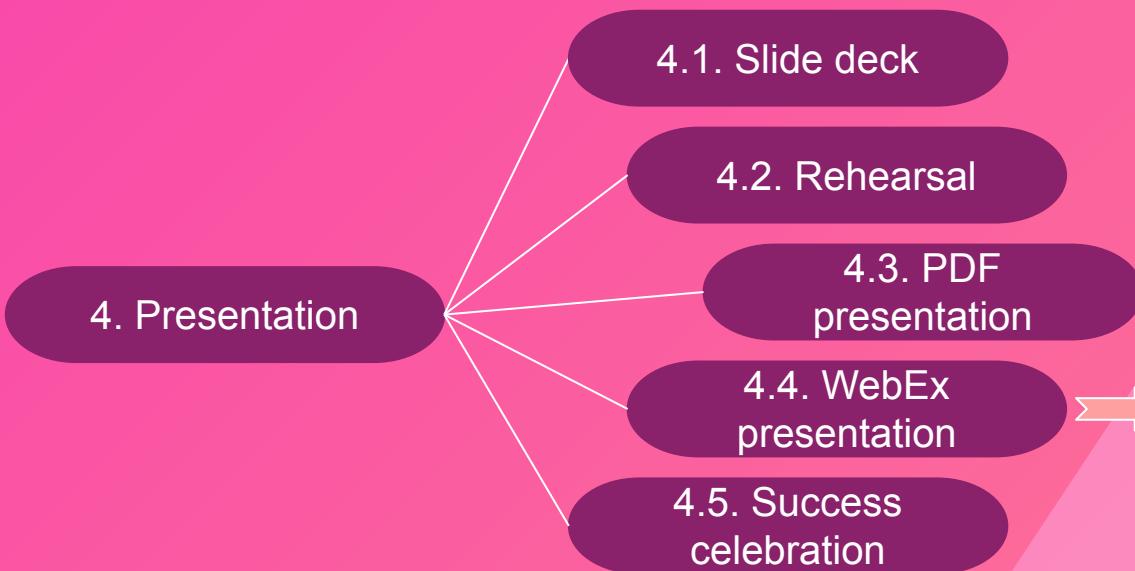
Work Breakdown Structure

Phase 3: Project Plan Development



Work Breakdown Structure

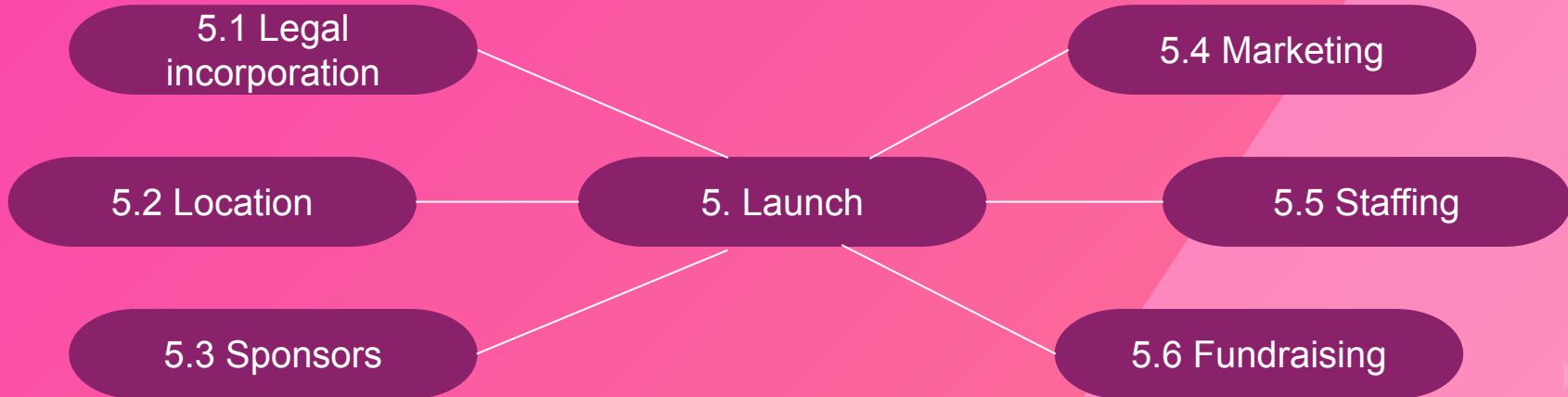
Phase 4: Presentation



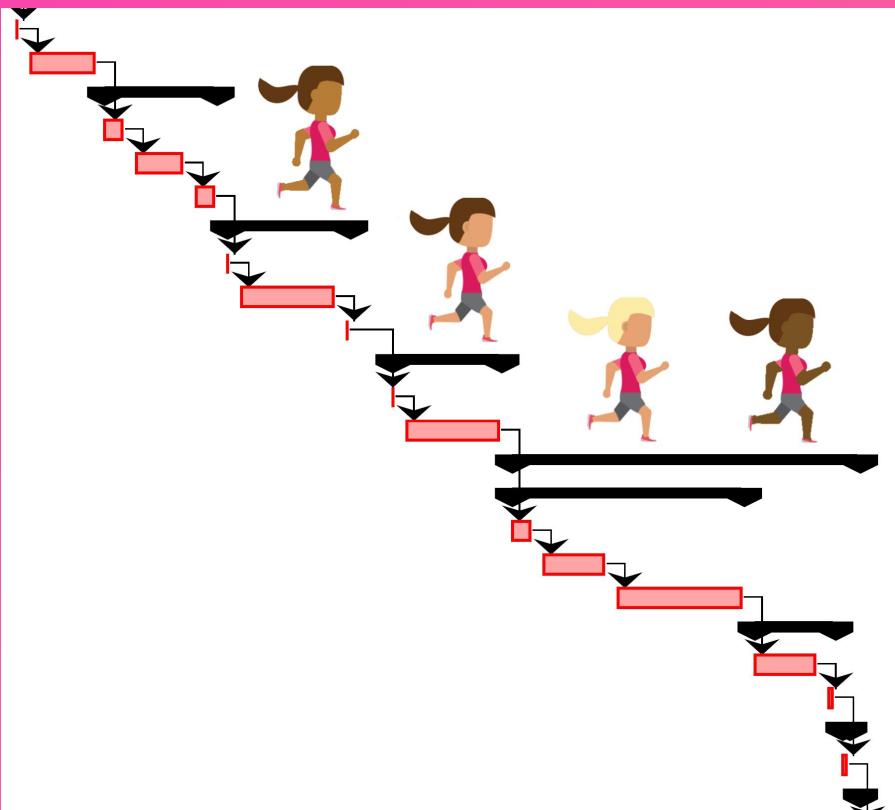
➡ Refers to the 40 min. WebEx presentation to the potential investors on the designated date and time set forth by the client.

Work Breakdown Structure

Phase 5: Launch



Gantt Schedule



- Establishing activities
- Determining durations
- Creating a Gantt Schedule
- Identifying milestones
- Calculating the critical path

Critical path = 98 days

Gantt Schedule

Milestones

- ◆ Established mission statement 2/19
- ◆ Completed scope statement 3/11
- ◆ Finalized WBS 3/19
- ◆ Assembled slide deck 4/29
- ◆ Rehearsed presentation 5/1



Cost Estimate

- Bottom-up
- Broken into two parts
 - Planning to launch = \$4,000
 - Launch = \$20,000
- Labor vs. Non-labor costs
- Assumptions

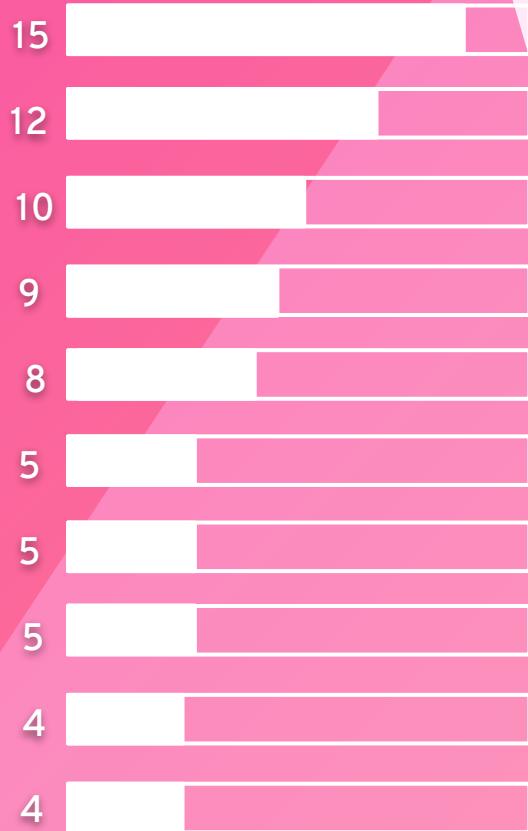


Communication Plan

STAKEHOLDER	WHAT	WHEN	HOW	WHO	WHERE
CLIENT	Status Updates and Questions	1 * week	Verbal / Written	Pink Divas	Rutgers campus/Internet
	Twelve Deliverables	May 6	Email	Pink Divas	Internet
	PPT slides	May 6	Email	Pink Divas	Internet
	Project Plan	May 6	Presentation	Pink Divas	Webex
INVESTORS	Project Plan	May 6	Presentation	Pink Divas	Webex
PROJECT MANAGER	Task Progress Updates	1 * week	Whatsapp / Webex	Pink Divas	Internet
PINK DIVAS	Success Feedback	May 6	Verbal	Client	Webex
	Grades	May 14	Blackboard	Client	Internet
	Intra team discussion	1 * week	Verbal	Pink Divas	Webex

Risk Plan

- Health Risk COVID-19
- Project Team misunderstands requirements
- Non profit does not get funding
- Lack of motivation from Project team
- Important activities missing from scope
- No interest from participants/communities
- Project not completed on time
- Lack of benefit to the community
- Not enough volunteers/employee
- Incorporating non profit form got delayed



Risk Plan - Action and Contingency Plan

RISK	ACTION PLAN	CONTINGENCY PLAN
Health Risk COVID -19	Mitigate by maintaining social distancing guidelines and proper hygiene	Move meetings to a virtual setting
Project team misunderstands requirements	Eliminate by meeting with client often	Communicate with client to clarify on needed requirements
Lack of motivation from Project team	Mitigate by remembering project mission and objectives	Celebrate milestones to keep team motivated

Change Request

- **Title:** COVID-19 required students to attend virtual classes
- **Categories:**
 Scope Schedule Cost Technology Others
- **Date:** March 12, 2020
- **Risk:** Low
- **Staffing:** None
- **Suggested Implementation:** Setup virtual environment like web applications (WebEx), microphones, etc.

Issue Log

- Team members availability times did not often match.
- In-person meetings not possible due to COVID 19 pandemic
- Experienced WebEx setup issues
- The many deliverables of the project required a lot of additional time outside the class
- Experienced difficulties using program to create WBS
- Experienced difficulties using program to create a schedule

Lessons Learned

PROCESS GROUP	START DOING	STOP DOING	CONTINUE DOING
Initiating		Solely relying on in-person meetings	Utilizing group chats (WhatsApp & Email)
			Using post-its and flip charts
Planning	Determine that it is acceptable if five out of the six team members could meet		Meeting virtually and in person when possible
			Having a designated person with final say
Executing	Assign task owners for each deliverable	Trying to do more activities as a team	Keeping open lines of communication among all project team members
	Set deadlines	Complicating the project/ deliverables	
Monitoring/ Controlling	Keep team aware of progress	Focusing on project launch/ operation	Asking for help when needed
	Keep all documents simple and clear		Asking for team feedback
	Focus on scope to launch		
Closing			Referring to key notes from meetings to verify project requirements are met
			Rehearsing for final presentation

QUESTIONS?

THE PINK
DIVAS



CHRISTINA



BRITTNEY



LAUREN



ASHWINI



PAMELA



PRIYAM