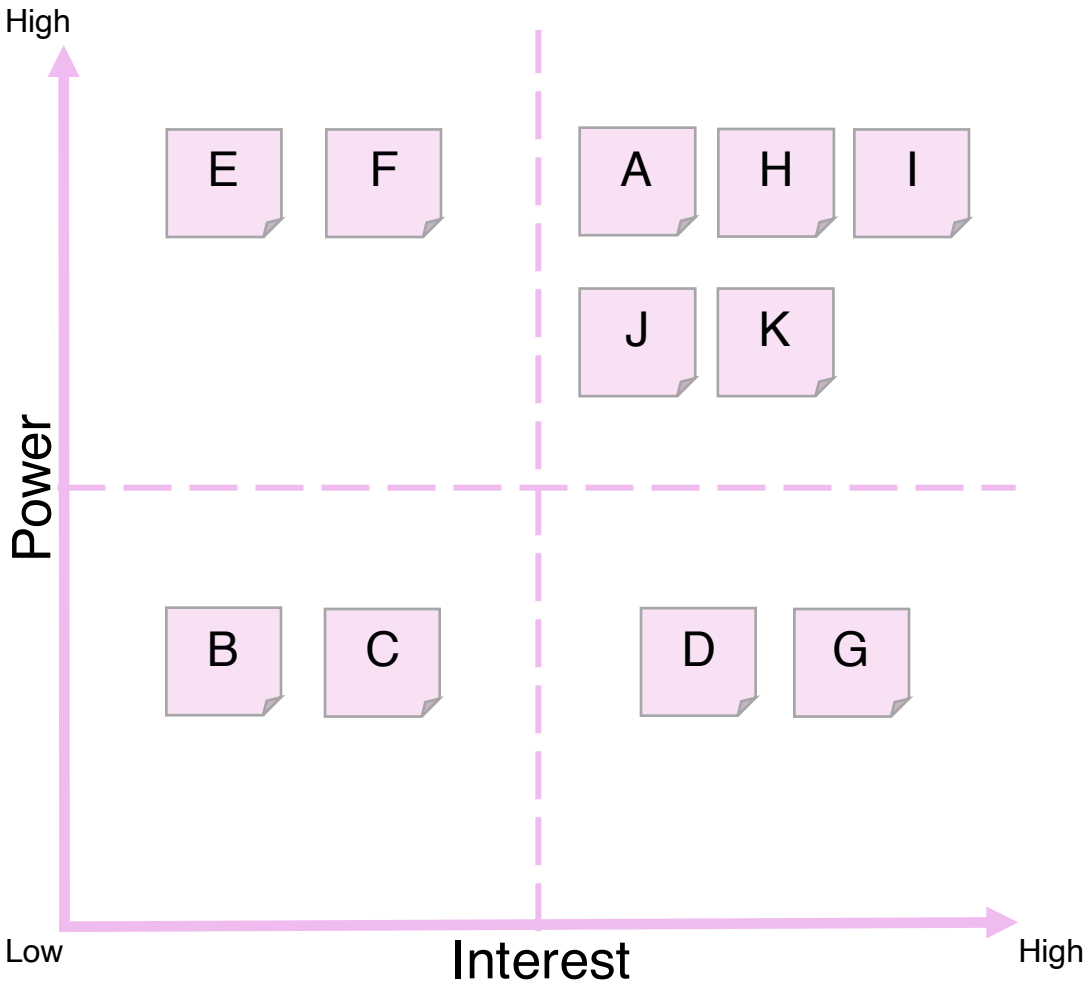
GIRLS RUN THE WORLD

PM – Christina Betancourt
The Pink Divas – Brittney Benites, Lauren Chiarello, Ashwini Gore, Pamela Lebron, Priyam Saxena
May 6, 2020

PROJECT CHARTER

Project Title:	Girls Run the World		
Start Date:	1/29/2020	**Finish Date:**	5/6/2020
Budget:	$4,000		
Project Manager:	Christina Betancourt (Responsible for assigning tasks to the project team and has the authority as primary decision maker with final say)		
Project Objective:	The project will be conducted to obtain funding for the launch of the nonprofit organization, Girls Run the World. Once the Girls Run the World organization is established, an annual 5K charity race will be organized with its volunteers, employees, and female high school participants.		
Deliverables:	Project Charter, Stakeholder Analysis, Requirements List and Analysis, Scope Statement, WBS and WBS Dictionary, Schedule and Gantt, Cost Estimate, Communication Plan, Risk Analysis, Issue Log, Change Request Log, Lessons Learned, Final Project Plan, Final Presentation		
Justification:	For a woman to be economically empowered, she needs both the ability to succeed economically and the power to act on economic decisions. This project seeks to encourage high school girls to develop self-respect and healthy lifestyles through dynamic, interactive lessons and running games, culminating in a celebratory 5k run and activating their limitless potential. This program is an opportunity to increase collaboration and improve communications between the girls and transform lives by unleashing the confidence and unstoppable strength that every woman possesses. Girls' engagement with physical activity, from our most affluent to our most underserved communities, is about much more than who can run the fastest, jump the highest, or score the most points. It is about seeing and living physical activity as a vehicle for educational opportunity, a path to health and wellness, and a prescription for ensuring that every girl reaches her full potential.		
Success Criteria:	1. Final project plan delivered; all items within the agreed scope 2. Project is completed on time and within budget 3. Project team satisfaction is achieved 4. Funding approval from the investors to launch the organization		
Risks:	1. Project team availability and ability to prioritize during COVID-19 2. Unable to launch within budget 3. Lack of interest from community/participants 4. Lack of availability of volunteers		
Constraints:	1. The quality of the program will be determined based on surveys conducted with the participants, parents/ legal guardians, volunteers, employees, and community 2. Some deliverables may not be fully completed until after funding is received 3. All planning must be complete by May 6th, 2020 4. The final project presentation cannot exceed 40 minutes		
Assumptions:	1. The project scope will not change after the Scope Statement is signed off on		
	2. Project costs will not exceed the project's cost estimate		
	3. Participants will not be discriminated against based on age, race, sexual orientation, financial background etc.		
	4. Training will be conducted internally without incurring additional training costs		
	5. Supplier contracts will be fully executed within three months of receiving funding		
	6. All equipment will arrive as planned and within the project schedule		
Sponsor Name:	Mallory A. James		
Sponsor Signature:	*Mallory James*	**Date:**	5/5/2020

STAKEHOLDER MATRIX



Key		
Reference	Stakeholder	Identification
A	Client	+
B	Community	
C	Competing Non-Profits	-
D	Employees	+
E	Investors	+
F	New Jersey Government	
G	Participants' Families	+
H	Pink Divas	+
I	Project Manager	+
J	Teenage Participants	+
K	Volunteers (runners)	+

REQUIREMENTS LIST

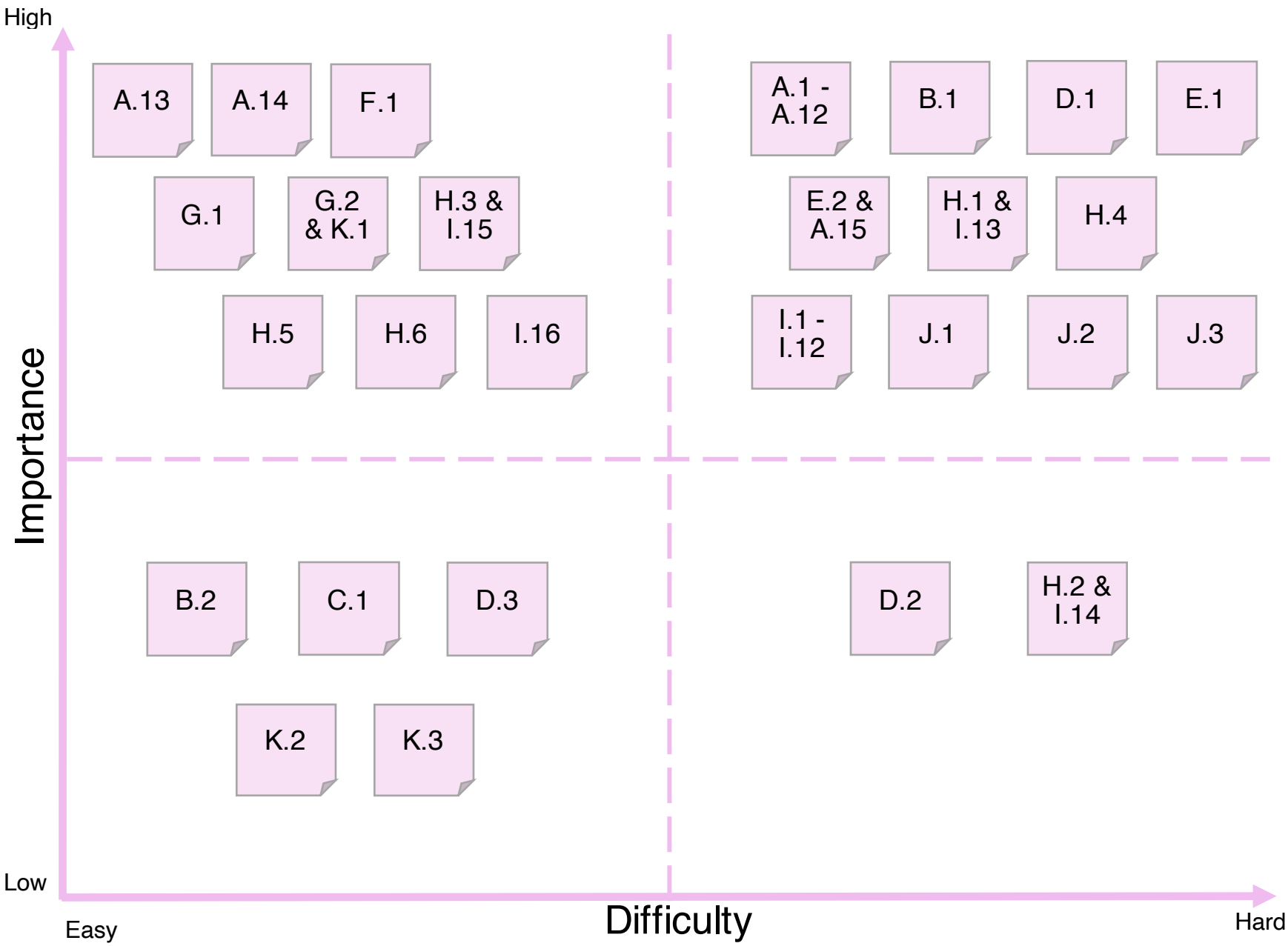
Reference	Requirement	Notes
A	**Client**	
A.1	Prepare a project charter according to the template provided in class and include a business case explaining why this project is feasible.	Same as I.1
A.2	Identify and list the project stakeholders. Produce a stakeholder analysis matrix (Power x Interest) and identify if they are positive, negative or neutral. Use the format presented in class.	Same as I.2
A.3	Develop a comprehensive list of requirements and map them according to Difficulty x Importance. Use the format presented in class.	Same as I.3
A.4	Develop a scope statement that is as complete as possible, including but not limited to all the details about the scope of the product (requirements), scope of the project (deliverables), and what is out of scope. The scope statement should have at least 20 pages (font size 12, Times New Roman, space between lines = 1.5). Use the template provided in class.	Same as I.4
A.5	Develop a Work Breakdown Structure (WBS) and WBS Dictionary for the project (graphical representation is required). Use the format presented in class.	Same as I.5
A.6	Use the WBS to create a schedule (Gantt chart) breaking down each work package into at least 2 activities, using any scheduling tool available to the team (i.e., Microsoft Project). Clearly identify the critical path of the project.	Same as I.6
A.7	Use the WBS to develop a cost estimate for the project. Estimate hours needed to complete each work package of the WBS (including those already completed) and the costs of any future purchases for the project.	Same as I.7
A.8	Develop a stakeholder communications plan for the project. Include all stakeholders and use the format presented in class.	Same as I.8
A.9	Create a risk probability/impact matrix and list of prioritized risks for the project. Include at least ten risks. Use the format presented in class.	Same as I.9
A.10	Create and update an issue log, registering all the issues that occur during the project and how they are solved. Use the format presented in class.	Same as I.10
A.11	Describe any change requests by any stakeholder (client, team members, etc.) and how they impacted the final result of the project.	Same as I.11
A.12	Describe the lessons learned during the project. Use the format presented in class.	Same as I.12

A.13	Ask any and all questions to clarify any unclear requirements throughout the semester and up until the project deadline of 5:00pm EST on May 6, 2020	
A.14	Deliver complete project plan via email in PDF format by 5:00pm EST on May 6, 2020	
A.15	Present project on May 6, 2020 via WebEx for no more than 40 min. with 5 min. of Q&A. Be prepared to present within the window of 6:00pm to 9:00pm EST.	Same as E.2
B	**Community**	
B.1	Integration with other community initiatives and programs, measured by quarterly participation in joint projects and opportunities with local businesses	
B.2	No more than one road closure per month and notice of such closures at least 30 days in advance	
C	**Competing Non-Profits**	
C.1	Compete fairly and professionally in accordance with the university etiquette on May 6, 2020	
D	**Employees**	
D.1	Be paid a livable wage of $15 per hour with benefits	
D.2	Ability to maintain a work/life balance by working no more than 40 hours per week	
D.3	Bi-annual performance review, feedback, and discussion of growth opportunities	
E	**Investors**	
E.1	Complete a project plan to start a nonprofit organization in New Jersey (from inception to operation), which will provide a measurable contribution to local society	
E.2	Present project on May 6, 2020 via WebEx for no more than 40 min. with 5 min. of Q&A. Be prepared to present within the window of 6:00pm to 9:00pm EST.	Same as A.15
F	**New Jersey Government**	
F.1	Complete incorporation forms from NJ.gov website prior to NPO launch	
G	**Participants' Families**	
G.1	Participant's progress report/attendance record on a monthly basis	
G.2	Safety procedures defined as per government requirements and best practice guidelines in place by NPO launch	Same as K.1
H	**Pink Divas**	
H.1	Correct and successful project plan, measured by final project grade and based on content, clarity, and structure	Same as I.13
H.2	Win final project and be awarded the bid to receive investor funding to launch	Same as I.14
H.3	Meet with the project team for a minimum of 1 hr. on a weekly basis leading up to NPO launch	Same as I.15
H.4	Participation of at least 50 girls (including volunteers) by NPO launch	

H.5	Receive incorporation status by NPO launch	
H.6	Make improvement plans available to teenage participants (distance, speed, time, strength) on a monthly basis post-launch	
I	**Project Manager**	
I.1	Prepare a project charter according to the template provided in class and include a business case explaining why this project is feasible.	Same as A.1
I.2	Identify and list the project stakeholders. Produce a stakeholder analysis matrix (Power x Interest) and identify if they are positive, negative or neutral. Use the format presented in class.	Same as A.2
I.3	Develop a comprehensive list of requirements and map them according to Difficulty x Importance. Use the format presented in class.	Same as A.3
I.4	Develop a scope statement that is as complete as possible, including but not limited to all the details about the scope of the product (requirements), scope of the project (deliverables), and what is out of scope. The scope statement should have at least 20 pages (font size 12, Times New Roman, space between lines = 1.5). Use the template provided in class.	Same as A.4
I.5	Develop a Work Breakdown Structure (WBS) and WBS Dictionary for the project – graphical representation is required. Use the format presented in class.	Same as A.5
I.6	Use the WBS to create a schedule (Gantt chart) breaking down each work package into at least 2 activities, using any scheduling tool available to the team (i.e., Microsoft Project). Clearly identify the critical path of the project.	Same as A.6
I.7	Use the WBS to develop a cost estimate for the project. Estimate hours needed to complete each work package of the WBS (including those already completed) and the costs of any future purchases for the project.	Same as A.7
I.8	Develop a stakeholder communications plan for the project. Include all stakeholders and use the format presented in class.	Same as A.8
I.9	Create a risk probability/impact matrix and list of prioritized risks for the project. Include at least ten risks. Use the format presented in class.	Same as A.9
I.10	Create and update an issue log, registering all the issues that occur during the project and how they are solved. Use the format presented in class.	Same as A.10
I.11	Describe any change requests by any stakeholder (client, team members, etc.) and how they impacted the final result of the project.	Same as A.11
I.12	Describe the lessons learned during the project. Use the format presented in class.	Same as A.12
I.13	Correct and successful project plan, measured by final project grade and based on content, clarity, and structure	Same as H.1

I.14	Win final project and be awarded the bid to receive investor funding to launch	Same as H.2
I.15	Meet with the project team for a minimum of 1 hr. on a weekly basis leading up to NPO launch	Same as H.3
I.16	Receive feedback from the project team related to teamwork and communication on a weekly basis for the duration of the project	
J	**Teenage Participants**	
J.1	Develop friendships, mentorships, and nurture an active lifestyle by participating in daily activities and events	
J.2	Receive performance statistics and receive improvement feedback on a weekly basis	
J.3	Opportunity to provide feedback and suggestions for engagement (e.g. surveys, suggestion box) on an ongoing basis	
K	**Volunteers (Runners)**	
K.1	Safety procedures defined as per government requirements and best practice guidelines in place by NPO launch	Same as G.2
K.2	Documentation of volunteer hours on a monthly basis	
K.3	Performance and improvement feedback on a monthly basis	

REQUIREMENTS MATRIX



Girls Run the World Scope Statement

Project Objectives: The project will be conducted to obtain funding for the launch of the nonprofit organization, Girls Run the World. Once the Girls Run the World organization is established, an annual 5K charity race will be organized with its volunteers, employees, and female high school participants.

Justification: For a woman to be economically empowered, she needs both the ability to succeed economically and the power to act on economic decisions. This project is being completed in order to encourage highschool girls to develop self-respect and healthy lifestyles through dynamic, interactive lessons and running games, culminating in a celebratory 5k run and activating their limitless potential. This program provides the opportunity to increase collaboration and improve communications between women and girls and to transform lives by unleashing the confidence and unstoppable strength every girl possesses.

Girls' engagement with physical activity, from our most affluent to our most underserved communities, is about so much more than who can run the fastest, jump the highest, or score the most points. It is about realizing that physical activity is a vehicle for educational opportunities, a path to health and wellness, and a prescription for ensuring that every girl reaches her full potential.

Timeframe: The project will begin on January 29th, 2020 and conclude on May 6th, 2020 when funding is received. The official non-profit launch will occur after May 6th, 2020.

Budget: The total cost estimate of planning to launch activities is $4,000. Post-launch and operations activities of the nonprofit organization are estimated to be an additional $20,000.

Scope of the Product:

A Client

A.1 The client requires the project team to prepare a project charter according to the template provided in class. The project charter will give a summary overview on

the entire project. The project charter should be a 1-2 page document that must include: main requirements, main deliverables, business justification, risks, constraints, assumptions, and sponsor.

A.2 The client requires the project team to identify and list the project stakeholders. This requirement will need to produce 2 documents. The first document should produce a list of the stakeholders identified by letters. The second document is the stakeholder analysis matrix that identifies Power X Interest and identifies if they are positive, negative or neutral. These documents should use the format presented in class.

A.3 The client requires the project team to develop a comprehensive list of requirements and a requirements matrix. This will produce 2 documents. The first document will give a detailed list of all the requirements grouped by stakeholder and should use a letter and number combination such as client A.1, A.2, etc. The second document will be a requirements matrix mapped according to Difficulty X Importance. The matrix will use the same letter and number combination described in the list to fit properly. These documents should use the format presented in class.

A.4 The client requires we develop a scope statement that is as complete as possible with details about scope of the product, scope of the project, assumptions, and what is out of scope. The scope of the product is all the detailed requirements of the stakeholders and must include at least a paragraph for each. The scope of the project are the deliverables and must be a detailed description of all the work packages from the WBS. The scope statement should have at least 20 pages (font size 12, Times New Roman, space between lines = 1.5) and should use the format presented in class.

A.5 The client requires a Work Breakdown Structure (WBS) and WBS Dictionary for the project. The WBS must be a graphical representation and any WBS software can be used to create. The WBS must include project management as a phase with the 5 different phases (initiating, planning, executive, monitoring & control,

and closing). The WBS Dictionary must follow the WBS and align 100%. A brief description must be provided for each work package and should use the format presented in class.

A.6 The client requires the creation of a schedule and Gantt chart that follows the WBS and contains the same content, breaking down each work package into at least 2 activities, using any scheduling tool available to the team (i.e., Microsoft Project). All the activities will have a predecessor, except for ones that depend on the project to start. A critical path needs to be clearly defined for the project.

A.7 The client requires the team to develop a cost estimate for the project using the WBS. Estimate the hours needed to complete each work package of the WBS, including those already completed, and the costs of any future purchases for the project. The labor cost used must be $10/hour. The cost estimated must only account for labor and non-labor costs. The estimate should use the format presented in class.

A.8 The client requires the team to develop a stakeholder communications plan for the project. All stakeholders must be included in the communications plan even if there is no information to be communicated at the time of the project. The plan must have details of what information to provide to each stakeholder as well as frequency. The plan should use the format presented in class.

A.9 The client requires the creation of a risk probability/impact matrix and list of prioritized risks for the project. The risk plan must include an action plan that is resolved by either accepting, mitigating, eliminating, or transferring. The risk plan must include a contingency plan for each identified risk (at least ten). The plan should use the format presented in class.

A.10 The client requires the team to create and update an issue log, registering all the issues that occur during the project and how they are solved. The issue log must use the format presented in class which requires the following information to be included: how to prevent and address the issue.

A.11 The client requires the team to describe any change requests by any stakeholder (client, team members, etc.) and how they impacted the final result of the project. The change request must follow the format presented in class and should include items such as the description of the change, justification, and impact of the change to the overall project.

A.12 The client requires the team to describe the lessons learned during the project. The document must be set up using the 5 phases of project management (initiating, planning, executing, monitoring & control, and closing) with lessons that the team must: start doing, stop doing, and continue doing. Not all 15 boxes need to be completed. The format presented in class must be used.

A.13 The client requires the team to ask any and all questions to clarify any unclear requirements throughout the semester and up until the project deadline of 5:00pm EST on May 6, 2020. The project team must have open communication lines with the client and ensure that they are meeting at least once a week for progress reports and clarification.

A.14 The client requires the team to deliver a complete project plan via email in PDF format by 5:00pm EST on May 6, 2020. The completed project needs to include the 12 deliverables outlined in the project request. The 12 deliverables are: project charter, stakeholder list & matrix, requirements list & matrix, scope statement, WBS, WBS dictionary, Gantt schedule,cost estimate, communications plan, risk plan, issue log, change request, and lessons learned.

A.15 The client requires the team to present the project on May 6, 2020 via WebEx for no more than 40 min. with 5 min. of Q&A. Be prepared to present within the window of 6:00pm to 9:00pm EST. The order of presentations will be chosen at random before the start of the class. Video conference is only required for introductions at the start of the presentation. Once introductions are complete, the presentation material must be viewable through WebEx.

B Community

B.1 The Pink Divas will maintain integration with other community initiatives and programs, measured by quarterly participation in joint projects and opportunities with local businesses.

B.2 The Pink Divas will ensure, in accordance with the communities request, that no more than one road closure per month is constructed. The Pink Divas will ensure notice of such closures are posted at least thirty days in advance.

C Competing Non-Profits

C.1 Competing non-profits require that The Pink Divas behave ethically and compete fairly and professionally in accordance with the universities etiquette guidelines on May 6th, 2020.

D Employees

D.1 All employees will be paid a salary of at least $15 per hour including benefits. Salary discussions will occur at the start of each employee's employment and will be re-evaluated during the performance review.

D.2 Each employee will be provided with a schedule consisting of a 40 hour work week. This will allow each employee the ability to maintain a work/life balance. Schedules will be decided upon at the start of employment.

D.3 The Pink Divas will conduct a bi-annual performance review to provide feedback to each employee. During this performance review there will also be a discussion of potential growth opportunities for each employee.

E Investors

E.1 During the WebEx presentation on May 6th, 2020, investors will be presented with a complete project plan to start a nonprofit organization in New Jersey (from inception to operation), providing a measurable contribution to local society.

E.2 Investors will log onto WebEx on May 6th, 2020 between 6:00-9:00 PM to listen to each group's presentation. Each group will present for no more than 40 minutes with 5 minutes of Q&A.

F New Jersey Government

F.1 The Pink Divas will conduct research to identify and complete all required incorporation forms prior to NPO launch. The forms will need to be completed by the deadlines set by New Jersey.

G Participants' Families

G.1 Participants' families will receive a monthly progress report/attendance record via email for each participant registered in the program. If needed, in-depth meetings will also be scheduled to set up improvement plans.

G.2 The Pink Divas will implement specific safety procedures as per government requirements and best practice guidelines. These procedures will be publicly displayed as required and also reviewed with all participants' families at the start of the program. Each family will be required to sign a waiver acknowledging these safety procedures and assuming any risks.

H Pink Divas

H.1 The Pink Divas will work together using skills and tools learned in class to develop a correct and successful project plan, measured by final project grade and based on content, clarity, and structure.

H.2 The Pink Divas will carefully prepare all required deliverables with the ultimate goal to win the final project and be awarded the bid to receive investor funding to launch.

H.3 The Pink Divas will schedule at least one day per week (for one hour) to meet with the project team leading up to NPO launch.

H.4 The Pink Divas will work with employees to do community and high school outreach in order to garner participation of at least 50 girls (including volunteers) by NPO launch.

H.5 The Pink Divas will work with lawyers as well as governmental agencies in order to receive incorporation status by NPO launch.

H.6 Improvement plans will be developed and made available to teenage participants (distance, speed, time, strength) on a monthly basis post-launch.

I Project Manager

I.1 The project manager will be responsible for preparing a project charter according to the template provided in class and include a business case explaining why this project is feasible.

I.2 The project manager will be responsible for identifying and listing the project stakeholders. She will use this information to produce a stakeholder analysis matrix (Power x Interest) and identify if they are positive, negative or neutral. The stakeholder matrix/list will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.3 The project manager will be responsible for developing a comprehensive list of requirements and mapping them according to Difficulty x Importance. The requirements matrix/list will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.4 The project manager will be responsible for developing a scope statement that is as complete as possible, including but not limited to all the details about the scope of the product (requirements), scope of the project (deliverables), and what is out of scope. The scope statement should have at least 20 pages (font size 12, Times New Roman, space between lines = 1.5). The scope statement will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.5 The project manager will be responsible for developing a Work Breakdown Structure (WBS) and WBS Dictionary for the project – graphical representation is required. The WBS will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.6 The project manager will be responsible for using the WBS to create a schedule (Gantt chart) breaking down each work package into at least two activities, using any scheduling tool available to the team (i.e., Microsoft Project). She will be

required to clearly identify the critical path of the project. The schedule will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.7 The project manager will be responsible for developing a cost estimate for the project using the WBS created. She will estimate hours needed to complete each work package of the WBS (including those already completed) and the costs of any future purchases for the project. The cost estimate will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.8 The project manager will be responsible for developing a stakeholder communications plan for the project. She will be required to include all stakeholders for the project. The stakeholder communications plan will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.9 The project manager will be responsible for creating a risk probability/impact matrix and list of prioritized risks for the project. She will be required to include at least ten risks. The risk probability matrix will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.10 The project manager will be responsible for creating and updating the issue log, registering all the issues that occur during the project and how they are solved. The issue log will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.11 The project manager will be responsible for describing any change requests submitted by any stakeholder (client, team members, etc.) and how they impacted the final result of the project. The change request document will be prepared using the format presented in class and will be converted into a PPT format for the presentation at least two weeks prior to the final due date.

I.12 The project manager will be responsible for describing the lessons learned during the project. She will use the format presented in class to prepare the document and will convert the document into a PPT format for the presentation at least two weeks prior to the final due date.

I.13 The project manager will be responsible for checking all final deliverables before they are submitted to the client. This will ensure the final documents submitted encompass a correct and successful project plan, measured by the final project grade and based on content, clarity, and structure

I.14 The project manager will work to keep all team members accountable for their specific portion of the project. The project manager will also check all final work with the ultimate goal to win the final project and be awarded the bid to receive investor funding to launch.

I.15 The project manager will set up team meetings with a minimum duration of at least one hour on a weekly basis leading up to the Girls Run the World launch. Additional meetings may be scheduled as needed closer to launch.

I.16 The project manager will request feedback from the project team related to teamwork and communication on a weekly basis for the duration of the project. This feedback will be collected anonymously either via WhatsApp or in private video conferencing meetings.

J Teenage Participants

J.1 All teenage participants will be given the opportunity as part of the program to develop friendships, mentorships, and nurture an active lifestyle by participating in daily activities and events.

J.2 All teenage participants will receive performance statistics and receive improvement feedback on a weekly basis. These metrics will be tracked using an app based program to measure different variables such as average speed, distance traveled, and overall fitness level.

J.3 Surveys will be distributed quarterly to all teenage participants in order to provide an opportunity for them to give feedback on the program. A suggestion box will

also be set up in a visible location on site so that they may also submit suggestions to the board. Senior management will review these surveys and suggestions on a quarterly basis and make the requested changes/implement new practices as needed/if feasible.

K Volunteers

K.1 The Pink Divas will implement specific safety procedures as per government requirements and best practice guidelines. These procedures will be publicly displayed as required and also reviewed quarterly with all volunteers. Volunteers' adherence to these procedures will be analyzed during the monthly performance reviews.

K.2 Senior managers will keep a record of all volunteer hours on a monthly basis. This document will be stored with the employee's files. Hours for each volunteer may vary from month to month depending on the business needs.

K.3 All volunteers will be provided detailed performance and improvement feedback on a monthly basis. The senior managers at Girls Run the World will conduct these performance reviews using the appropriate template/web system and provide an action plan to each volunteer as needed.

Scope of the Project:

1. Research:

1.1. Nonprofit Organization Idea: All six members of The Pink Divas will use the Rutgers library as well as various other sources to conduct research to develop a nonprofit organization idea. Once the idea is developed it will be presented to the board during the final presentation on May 6th, 2020.

1.2. Nonprofit Mission: All six members of The Pink Divas will use the Rutgers library as well as various other sources to conduct research to define the organization's mission statement. Once the mission statement is developed it will be presented to the board during the final presentation on May 6th, 2020.

1.3. Legal incorporation: All six members of The Pink Divas will use the Rutgers library as well as various other sources to conduct research to identify which forms are required for legal incorporation. After appropriate forms are identified one team member will be selected to complete and submit them in order to obtain legal incorporation.

2. Definition:

2.1. Location: One to two members of The Pink Divas will use the Rutgers library as well as various other sources to conduct research to define potential locations for the nonprofit as well as the race location. Once the nonprofit is launched, a team will be assigned to explore and secure final locations.

2.2. Sponsors: One to two members of The Pink Divas will use the Rutgers library as well as various other sources to conduct research to define potential sponsors for the nonprofit. Once the nonprofit is launched, a team will be assigned to secure sponsors and sponsor contracts.

2.3. Marketing: One to two members of The Pink Divas will use the Rutgers library as well as various other sources to conduct research to define the breadth of marketing required to launch the nonprofit. Once the nonprofit is launched, a team will be assigned to apply various marketing practices.

2.4. Staffing: One to two members of The Pink Divas will use the Rutgers library as well as various other sources to conduct research to define the staffing required to launch the nonprofit. Once the nonprofit is launched, a team will be assigned to interview and hire potential candidates and volunteers.

2.5. Fundraising: One to two members of The Pink Divas will use the Rutgers library as well as various other sources to conduct research to define the fundraising required to launch the nonprofit. Once the nonprofit is launched, a team will be assigned to secure fundraising and hold fundraising events in the community.

3. Project Plan Development:

3.1. Project charter: One team member from The Pink Divas will prepare the project charter according to the template provided in class which authorizes the project to

start. It should describe the project in its entirety including what the objectives are, how it will be carried out, and who the stakeholders are. The business case must also be included within the project charter explaining why the project is feasible. The other team members will also provide input and make edits as needed based on class discussions/virtual meetings.

3.2. Stakeholders analysis: Using a flip chart and post-its, The Pink Divas will identify and list stakeholders before the project begins, grouping them according to their levels of participation, interest, and power. Each stakeholder will be plotted accordingly on the stakeholder matrix using the format presented in class. One team member will then be assigned to create the template, according to the one presented in class. Once complete, this document will be checked and reviewed by all other team members.

3.3. Requirements analysis: Using a flip chart and post-its, The Pink Divas will conduct a requirements analysis to identify each stakeholder's requirements. This analysis must then be plotted on the requirements matrix accordingly using the format presented in class. One team member will then be assigned to finalize this document. Once complete, this document will be checked and reviewed by all other team members.

3.4. Scope statement: After discussions with all team members, two team members of The Pink Divas will prepare a detailed and comprehensive scope statement which will define the project's requirements and deliverables as well as describe the major objectives. Anything that is out of scope must also be identified. The scope statement should have at least 20 pages (font size 12, Times New Roman, space between lines=1.5) using the template provided in class. Once the document is complete, all other team members of The Pink Divas will review and check the document.

3.5. Work Breakdown Structure (WBS):

3.5.1. MindMap: After class discussions and in-person meetings, one team member will create a WBS outlining all work packages. Once complete,

this document will be checked and reviewed by all other team members. Once the WBS has been completed and reviewed by all team members, one of the members will use Free Mind to create a MindMap to map the WBS graphically according to the format presented in class. Once complete, this document will be checked and reviewed by all other team members.

3.5.2. WBS Dictionary: Based on the WBS that was created, all team members will contribute to the WBS dictionary definitions. The WBS dictionary must be presented using the format shown in class. Once complete, all team members will review and approve the final document.

3.6. Schedule (Gantt): After the in-person meeting, one team member will be selected to prepare a schedule/Gantt chart in ProjectLibre based on the WBS that was developed. This schedule will show the dependency relationships between activities and current schedule status. Each work package must be broken down into at least two activities. The critical path must also be identified on this schedule. Once complete, the schedule will be reviewed by all other team members before the final document is produced.

3.7. Cost estimate: One team member will be selected to produce a cost estimate for the project must, based on the WBS created. The team member will estimate hours needed to complete each box of the WBS (including those already completed) and the costs of any supplies and/or materials purchased/need to be purchased for the project. Once completed, the cost estimate will be reviewed by all other team members before the final document is produced.

3.8. Communications plan: One team member will be selected to produce a communications plan. This communications plan will guide project communication with stakeholders and will be produced according to the format presented in class. Once completed, the communications plan will be reviewed by all other team members before the final document is produced.

3.9. Risk analysis: One team member will be selected to produce a risk analysis incorporating feedback/notes from all other team members. Potential issues that could negatively impact the project must be identified and analyzed in order to help the team avoid or mitigate those risks. All risks must be mapped on a probability/impact matrix using the format presented in class. At least ten risks must be included. Once completed, the risk analysis will be reviewed by all other team members before the final document is produced.

3.10. Issue log: One team member will set up an issue log to document, monitor, and track issues that need to be resolved for effective work to take place. This should follow the format presented in class. Once completed, the issue log will be reviewed by all other team members before the final document is produced.

3.11. Change request log: One team member will set up change request log to record and track all change requests that are received during the life of a project. As changes occur, one team member will be assigned to add these changes to the change request log. Once complete, this document will be checked and reviewed by all other team members.

3.12. Lessons learned summary: All team members will meet during class time at the end of the project to brainstorm lessons learned. Once the brainstorming sessions is complete, a lessons learned summary must be prepared to document lessons learned throughout the project. Once complete, this document will be checked and reviewed by all other team members.

4. Presentation:

4.1. Slide deck: A slide deck must be created which includes all requested deliverables. These documents must be emailed to the professor ahead of the presentation on May 6th, 2020. The slide deck will be created collaboratively by all team members using PowerPoint and will be checked by all team members before final submission.

4.2. Rehearsal: The final presentation must be rehearsed by all team members ahead of the due date. Rehearsals should be conducted in a manner that emulates the same

environment that will be present during the actual presentation (such as via WebEx). The presentation should be refined based on feedback received during the rehearsal process.

4.3. PDF presentation: One team member will combine all final documents into a final PDF presentation using an online service. The PDF presentation will be submitted to the professor via email prior to the final presentation on May 6th, 2020.

4.4. WebEx presentation: The project manager will take the lead during the WebEx presentation using the WebEx platform. The project manager will pass presenter rights along to each team member accordingly so that they may present their specific section of the project.

4.5. Success celebration: Once all presentations have concluded on May 6th, 2020, The Pink Divas will join in celebration after class to signify the end of the project. The celebration will be held via WebEx.

5. Launch:

5.1. Legal incorporation:

5.1.1. Incorporation forms: A team of two employees will be assigned to hire a law firm and prepare all required legal incorporation documents. The documents must be finalized and signed prior to the official launch of the nonprofit. After The Pink Divas determine the incorporation forms required, the employee team assigned will work with a law firm to ensure these documents are filled out correctly and submitted within a timely manner.

5.1.2. 501(c)(3) forms: The employee team assigned will work with a law firm to ensure the 501(c)(3) forms are filled out correctly and submitted within a timely manner.

5.2. Location:

5.2.1. Main location:

5.2.1.1.1. Lease: A team of seven employees will be assigned to work with realtors in the New Jersey area to search for a

location to hold all weekly meetups. The team will be assigned to secure both the nonprofit's main location as well as the race location once the nonprofit is officially launched. A rental lease will need to be negotiated once the location is selected, approved (either by a notary or attorney) and signed in order to be considered valid and complete. This will officially signify the start of the rental period.

5.2.1.1.2. Equipment: Required equipment will need to be identified, purchased, and set up prior to the start of the weekly meetups. Equipment can include but is not limited to water bottle holders, headphones, cold weather gear (hats, gloves), and running belt. A designated team of five employees (including both employees and volunteers) will be organized to conduct extensive research to determine the quantity of equipment needed, where it will be purchased from (and conduct RFPs accordingly if purchased from an outside vendor) as well as organize the actual purchasing of equipment.

5.2.1.1.3. Utilities: Accounts will need to be established with various utility companies such as water, sewage, electricity and internet and a payment schedule must be set up and agreed upon. One employee will be designated to conduct the research to determine the best vendors for each of these utilities and will be responsible for setting up all accounts accordingly.

5.2.2. Race location:

5.2.2.1. Route: A team of seven will be assembled to secure the race location in New Jersey. The race location will need to be secured

prior to the first race. Prior to securing the race location, research will need to be conducted by The Pink Divas to determine the length of the race and acceptable route. Once this is completed, the route will need to be set up by employees and volunteers prior to the official race day.

5.2.2.2. Permits:

5.2.2.2.1. Insurance: A team of two will be set up to determine insurance required to participate in the race. Once determined, all appropriate forms should be completed prior to race day.

5.2.2.2.2. City approval: A team of two will be set up to determine various city approval needed to successfully conduct the race.

5.2.2.3. Equipment:

5.2.2.3.1. Barriers: A team of five will be assembled to determine equipment needed for the race. They will then work with outside vendors to rent or buy this equipment as well as set it up prior to the race day. The assembled equipment team will need to work with outside vendors and/or city council to determine the barriers required for race day. The barriers must then be assembled prior to the race.

5.2.2.3.2. Timing equipment: The assembled equipment team will need to work with outside vendors to determine the timing equipment required for race day. The timing equipment must then be purchased and distributed prior to the race.

5.2.2.3.3. Sound system: The assembled equipment team will work with outside vendors to rent appropriate sound system equipment. The team will also check with city council to determine any ordinances that must be followed on race

day. The sound system equipment must be set up prior to the race.

5.2.2.4. Law enforcement: One employee will be selected to work with local law enforcement to determine needs on race day. They must be officially hired/contracted prior to the first race.

5.2.2.5. Emergency medical services: One employee will be selected to work with local emergency medical services to determine needs on race day. They must be officially hired/contracted prior to the first race.

5.3. Sponsors:

5.3.1. Agreements: A team of five will be set up to handle all sponsor relations. This team will handle all agreements, supplier communications, and supplies. Once required funding and sponsors are identified, agreements must be negotiated and signed with each sponsor. It is the responsibility of the sponsorship team to conduct research and determine sponsors as well as coordinate all required paperwork.

5.3.2. Supplies:

5.3.2.1. Participant supplies:

5.3.2.1.1. T-shirts: The sponsorship team will determine the needs for t-shirts that will be distributed to all employees, volunteers, and participants. This will include sizing requirements as well as the t-shirt design.

5.3.2.1.2. Race bibs: The sponsorship team will determine the need for race bibs and will coordinate distribution on race day.

5.3.2.1.3. Sneakers: The sponsorship team will determine the need for sneakers for all high school participants. This will include sizing requirements as well as the sneaker color/look.

5.3.2.2. Promotional merchandise:

5.3.2.2.1. Signs: A team will be assembled to determine the need for all promotional merchandise. This team will also be required to order all merchandise accordingly. The promo team will determine the need for signs and order the appropriate amount accordingly. They will also be responsible for coordinating the design of all signs.

5.3.2.2.2. Banners: The promo team will determine the need for banners and order the appropriate amount accordingly. They will also be responsible for coordinating the design of all banners.

5.4. Marketing:

5.4.1. Community outreach:

5.4.1.1. High school outreach: A marketing team will be organized and assigned to conduct all outreach. The marketing team will assign members to visit local high schools in the NJ area to conduct high school outreach. This outreach will be primarily to recruit high school participants in the program.

5.4.1.2. Local outreach: The marketing team will assign members to conduct local outreach in the NJ area. This outreach will be to advertise about the race, recruit sponsors, and potentially recruit volunteers.

5.4.2. Social media:

5.4.2.1. Facebook profile: The social media team will coordinate the launch of the Girls Run the World Facebook profile using Facebook best practices. The social media team will also be required to maintain the profile throughout the life of the organization.

5.4.2.2. Instagram profile: The social media team will coordinate the launch of the Girls Run the World Instagram profile using

Instagram best practices. The social media team will also be required to maintain the profile throughout the life of the organization.

5.4.2.3. Twitter profile: The social media team will coordinate the launch of the Girls Run the World Twitter profile using Twitter best practices. The social media team will also be required to maintain the profile throughout the life of the organization.

5.4.3. Website: The social media team will prepare RFPs to interview and hire an outside vendor who will produce the nonprofit's website. Once the website is launched, the social media team will be responsible for maintaining the website.

5.5. Staffing:

5.5.1. Teenage participants:

5.5.1.1. Registration forms: The Pink Divas will conduct all staffing needs for participants, employees, and volunteers using best practices. The Pink Divas will conduct research to determine the number of teenage participants needed for the program. They will then recruit participants using various methods such as community and high school outreach. Each participant will need to complete registration forms and permission forms in order to be eligible to partake in the program. The Pink Divas as well as a group of volunteers and employees will be responsible for creating and distributing the appropriate registration forms to each participant. Once complete, the forms should be filed in each participant's personal file for easy reference.

5.5.1.2. Permission forms: The Pink Divas as well as a group of volunteers and employees will be responsible for creating and distributing the appropriate permission forms to each participant. Once complete,

the forms should be filed in each participant's personal file for easy reference.

5.5.2. Employees:

5.5.2.1. Interviews: The Pink Divas will conduct research to determine the number of employees needed to run the program. Once complete, interviews will be conducted with potential employees. The Pink Divas will conduct interviews with potential employees according to labor best practices. Job advertisements will be posted in various locations to recruit potential employees once the need is determined.

5.5.2.2. Contracts: Once employees are selected, The Pink Divas will prepare employment contracts. Once contracts are agreed upon and signed by both parties they will be filed in the employee's personal file accordingly. The Pink Divas will be responsible for managing all employees once hired.

5.5.2.3. Schedule: Each employee will work with The Pink Divas to determine an agreed upon schedule of work. This schedule will be included in their employee contract and will be posted in various locations throughout the organization for reference.

5.5.3. Volunteers:

5.5.3.1. Volunteer List: The Pink Divas will perform research to determine the number of volunteers needed to successfully run the program. Interviews will be conducted with potential volunteers according to best practices. The Pink Divas will maintain the volunteer list as it could change seasonally based on volunteer availability. Volunteers may be selected but only used for specific events, such as on the official race day.

5.5.3.2. Schedule: The Pink Divas will determine volunteer schedules accordingly based on availability and need per week or specific

events. Volunteers may not be needed at all times and will be notified accordingly.

5.6. Fundraising: A marketing team will be appointed to conduct and manage all fundraising activities and events. Fundraising events can include those to both raise money for the organization as a whole or for the specific 5K race. The team will be required to keep track of the funds raised from all events and manage these funds accordingly in a designated bank account. The team will be responsible for also setting up this bank account as appropriate. One financial manager will be selected to handle this task.

6. Project Management:

6.1. Initiating: The Pink Divas will use various templates and best practices to conduct all appropriate project management processes throughout the lifecycle of the project as they relate to the initiation stage. This includes the project charter as well as the stakeholder analysis.

6.2. Planning: The Pink Divas will use various templates and best practices to conduct all appropriate project management processes throughout the lifecycle of the project as they relate to the planning stage. This includes the list of requirements, scope statement, Work Breakdown Structure (WBS), WBS dictionary, schedule/Gantt chart, cost estimate, communications plan, and risk probability/impact matrix.

6.3. Executing: The Pink Divas will use various templates and best practices to conduct all appropriate project management processes throughout the lifecycle of the project as they relate to the execution stage. This includes the issue log and change requests log.

6.4. Monitoring/Controlling: The Pink Divas will use various templates and best practices to conduct all appropriate project management processes throughout the lifecycle of the project as they relate to the monitoring/controlling stage. This includes the issue log and change requests log.

6.5. Closing: The Pink Divas will use various templates and best practices to conduct all appropriate project management processes throughout the lifecycle of the project as they relate to the closing stage. This includes the lessons learned summary.

Project Assumptions:

- Participants will not be discriminated against based on age, race, sexual orientation, financial background etc.
- Project costs will stay the same as initially budgeted costs.
- Training will be conducted internally without incurring additional training costs.
- The project scope will not change once it is signed off by the stakeholders on the scope statement.
- All equipment will arrive as planned within the project schedule.
- Supplier contracts will be fully executed within three months of receiving funding.
- WebEx training will not crash during the class or presentation period.

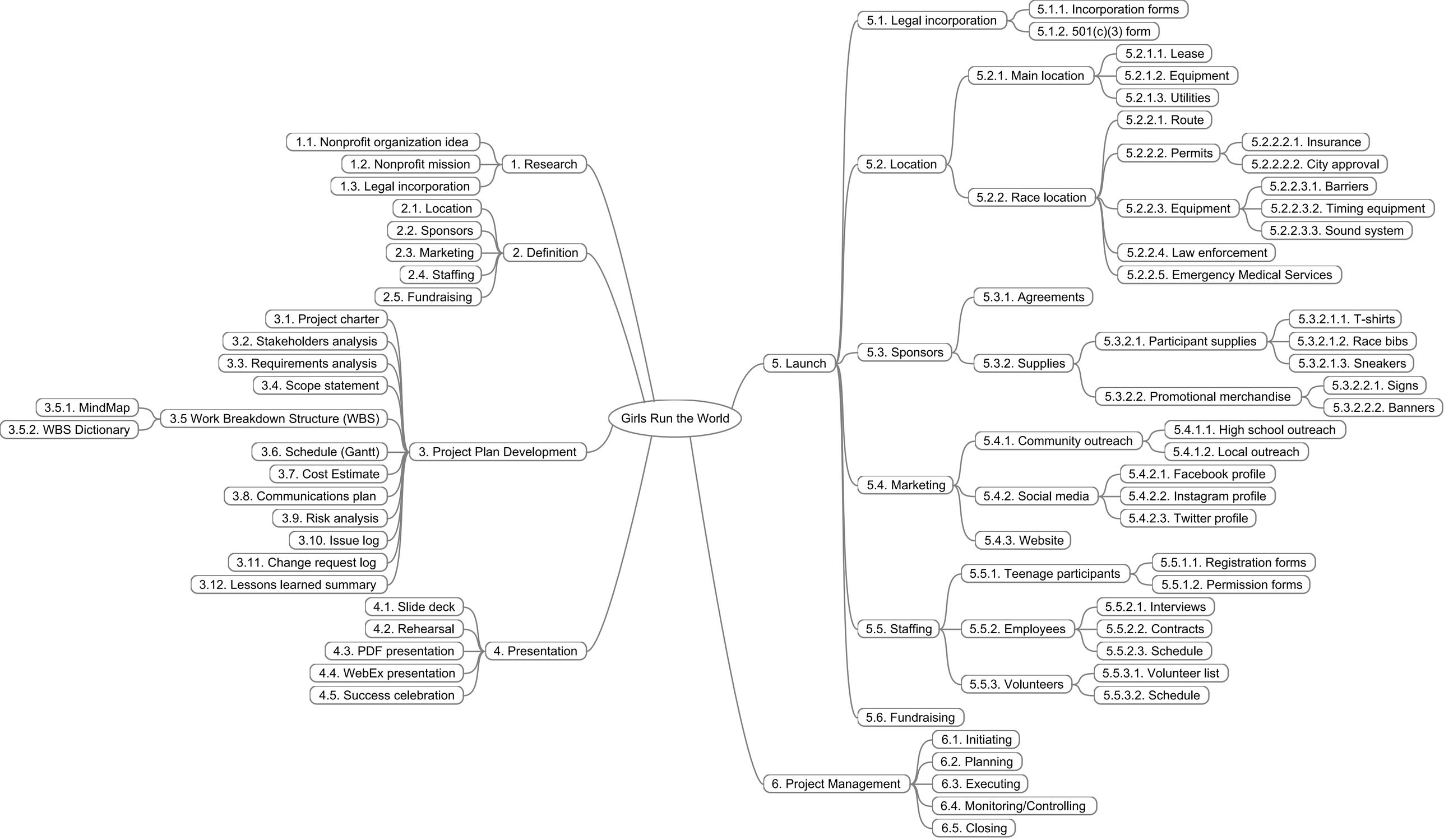
Project Constraints:

- The quality of the program will be determined based on surveys conducted with the participants, parents/legal guardians, volunteers, employees, community, and government.
- Some deliverables may not be fully completed until after funding is received.
- All planning must be complete by May 6th, 2020.
- The presentation cannot go over forty minutes.

What is Out of Scope:

- The actual set up of any charity event/race is not within the scope of this project.
- The presentation will not be printed and mailed to the board/professor; it will be delivered via email (PDF format) and WebEx.

- The organization will not provide tutoring services during the after school meetings/sessions.
- The organization will not provide physical therapy services/medical services during the weekly sessions/meetups.


Girls Run the World
1. Research
1.1. Nonprofit organization idea
1.2. Nonprofit mission
1.3. Legal incorporation
2. Definition
2.1. Location
2.2. Sponsors
2.3. Marketing
2.4. Staffing
2.5. Fundraising
3. Project Plan Development
3.1. Project charter
3.2. Stakeholders analysis
3.3. Requirements analysis
3.4. Scope statement
3.5 Work Breakdown Structure (WBS)
3.5.1. MindMap
3.5.2. WBS Dictionary
3.6. Schedule (Gantt)
3.7. Cost Estimate
3.8. Communications plan
3.9. Risk analysis
3.10. Issue log
3.11. Change request log
3.12. Lessons learned summary
4. Presentation
4.1. Slide deck
4.2. Rehearsal
4.3. PDF presentation
4.4. WebEx presentation
4.5. Success celebration
5. Launch
5.1. Legal incorporation
5.1.1. Incorporation forms
5.1.2. 501(c)(3) form
5.2. Location
5.2.1. Main location
5.2.1.1. Lease
5.2.1.2. Equipment
5.2.1.3. Utilities
5.2.2. Race location
5.2.2.1. Route
5.2.2.2. Permits
5.2.2.2.1. Insurance
5.2.2.2.2. City approval
5.2.2.3. Equipment
5.2.2.3.1. Barriers
5.2.2.3.2. Timing equipment
5.2.2.3.3. Sound system
5.2.2.4. Law enforcement
5.2.2.5. Emergency Medical Services
5.3. Sponsors
5.3.1. Agreements
5.3.2. Supplies
5.3.2.1. Participant supplies
5.3.2.1.1. T-shirts
5.3.2.1.2. Race bibs
5.3.2.1.3. Sneakers
5.3.2.2. Promotional merchandise
5.3.2.2.1. Signs
5.3.2.2.2. Banners
5.4. Marketing
5.4.1. Community outreach
5.4.1.1. High school outreach
5.4.1.2. Local outreach
5.4.2. Social media
5.4.2.1. Facebook profile
5.4.2.2. Instagram profile
5.4.2.3. Twitter profile
5.4.3. Website
5.5. Staffing
5.5.1. Teenage participants
5.5.1.1. Registration forms
5.5.1.2. Permission forms
5.5.2. Employees
5.5.2.1. Interviews
5.5.2.2. Contracts
5.5.2.3. Schedule
5.5.3. Volunteers
5.5.3.1. Volunteer list
5.5.3.2. Schedule
5.6. Fundraising
6. Project Management
6.1. Initiating
6.2. Planning
6.3. Executing
6.4. Monitoring/Controlling
6.5. Closing

WBS DICTIONARY

WBS Categories	Description
1. Research	
1.1. Nonprofit organization idea	Refers to the research needed to establish an idea for the nonprofit organization that will be selected.
1.2. Nonprofit mission	Refers to the research needed to establish a mission for the selected nonprofit organization.
1.3. Legal incorporation	Refers to the research needed to identify the steps and forms required to become a legally incorporated nonprofit organization.
2. Definition	
2.1. Location	Refers to the definition of potential nonprofit location(s) and requirements.
2.2. Sponsors	Refers to the definition of potential sponsors for the nonprofit and requirements.
2.3. Marketing	Refers to the defintion of potential marketing requirements and branding opportunities.
2.4. Staffing	Refers to the definition of potential staffing requirements, including participants and volunteers.
2.5. Fundraising	Refers to the definition of potential fundraising events.
3. Project Plan Development	
3.1. Project charter	Refers to the completion of a formal document that authorizes the project to start. It describes the project in its entirety including what the objectives are and how they how it will be carried out.
3.2. Stakeholders analysis	Refers to the process of identifying all project stakeholders along with their perception of the project and completing a matrix maping each stakeholder by power and interest.
3.3. Requirements analysis	Refers to the process of identifying requirements from all project stakeholders and completing a matrix mapping each requirement by difficulty and importance.
3.4. Scope statement	Refers to the completion and documentation of the full scope of both the product and the project, which identifies what is in scope and what is not.
3.5 Work Breakdown Structure (WBS)	
3.5.1. MindMap	Refers to the completion of a deliverable-oriented grouping of the work involved in the project, shown in the visual representation of a mind map.

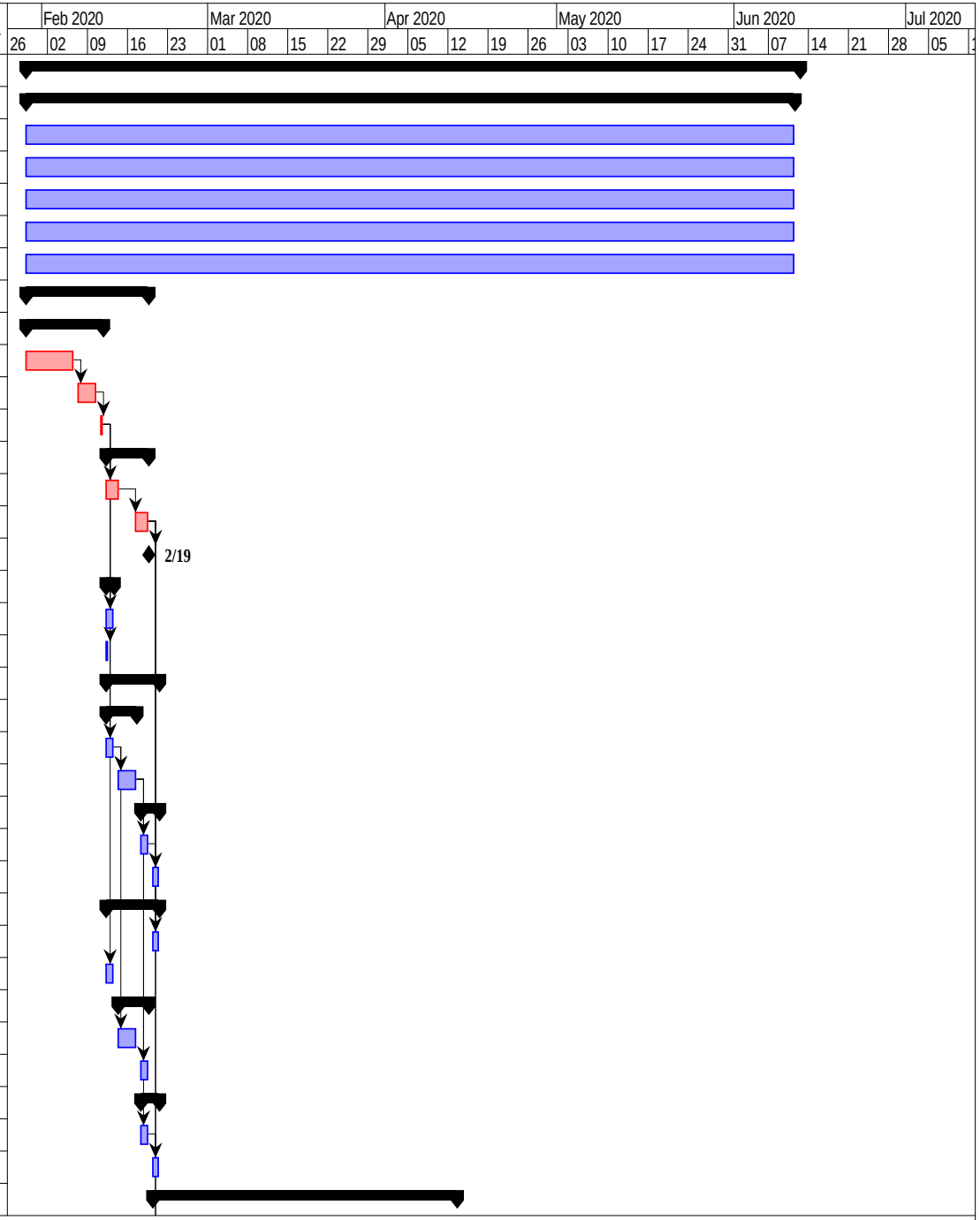
3.5.2. WBS Dictionary	Refers to the completion of a document that simply explains what each WBS work package is.
3.6. Schedule (Gantt)	Refers to the completion of the project schedule illustrated by using a type of bar chart, which shows the dependency relationships between activities and schedule status.
3.7. Cost Estimate	Refers to the completion of a financial plan outlining all project related costs.
3.8. Communications plan	Refers to the completion of a plan to guide communications with project stakeholders.
3.9. Risk analysis	Refers to the process of identifying and planning for mitigation of potential issues based on the probability that they negatively impact the project.
3.10. Issue log	Refers to the process of monitoring and documenting issues that occurred and require resolution for effective work to take place or continue.
3.11. Change request log	Refers to the process of handling and documenting all requested changes throughout the life of the project using the change control system.
3.12. Lessons learned summary	Refers to the process of identifying and documenting project successes and challenges using recommendations to start, stop, and continue doing corresponding activities.
4. Presentation	
4.1. Slide deck	Refers to the completion of a PowerPoint slide deck that will be used to present the Girls Run the World project plan via WebEx.
4.2. Rehearsal	Refers to the rehearsal of the presentation according to the requirements specified by the client. Rehearsal should be conducted in a manner that emulates the same environment that will be present during the actual presentation. The presentation should be refined based on feedback received during the rehearsal process.
4.3. PDF presentation	Refers to the completion and compiling of all project documents in PDF format to be delivered via email.
4.4. WebEx presentation	Refers to the 40 min. WebEx presentation to the potential investors on the designated date and time set forth by the client.
4.5. Success celebration	Refers to the project team's celebration of success, which will occur via WebEx after the project presentation is complete.
5. Launch	
5.1. Legal incorporation	
5.1.1. Incorporation forms	Refers to completing the forms required to become a legally incorporated nonprofit organization.

5.1.2. 501(c)(3) form	Refers to the 501(c)(3) form, which is required to be exempt from federal income tax under section 501(c)(3) of Title 26 of the United States Code.
5.2. Location	
5.2.1. Main location	
5.2.1.1. Lease	Refers to the lease required to secure the main location. The lease will need to be approved and signed by either a notary or attorney in order to be considered valid and compete.
5.2.1.2. Equipment	Refers to the equipment needed to conduct regularly scheduled meetings and train with participants. Equipment can include but is not limited to water bottle holders, headphones, cold weather gear (hats, gloves), and running belt.
5.2.1.3. Utilities	Refers to the utilities needed to run main location including water, sewage, electricity and internet.
5.2.2. Race location	
5.2.2.1. Route	Refers to the street course that the race will follow.
5.2.2.2. Permits	
5.2.2.2.1. Insurance	Refers to the insurance equired to indemnify the organization against risks/losses such as personal injury lawsuits against the organization.
5.2.2.2.2. City approval	
5.2.2.3. Equipment	
5.2.2.3.1. Barriers	Refers to the barriers rented from the city used to safely block road traffic and to control the direction of races.
5.2.2.3.2. Timing equipment	Refers to the timing equipment to be used during races, which Includes large countdown clocks and RFID-based chip equipment used to record participants' race times.
5.2.2.3.3. Sound system	Refers to the sound system to be used during races, which includes speakers to broadcast announcements.
5.2.2.4. Law enforcement	Refers to law enforcement needed during races, which includes police and other traffic controllers to keep runners safe.
5.2.2.5. Emergency Medical Services	Refers to Emergency Medical Services (EMS) needed during races, which includes ambulance and medical personnel who can assist participants if needed.
5.3. Sponsors	
5.3.1. Agreements	Refers to agreements with sponsors to secure funding and/or sponsorship items (i.e. t-shirts, sneakers).
5.3.2. Supplies	

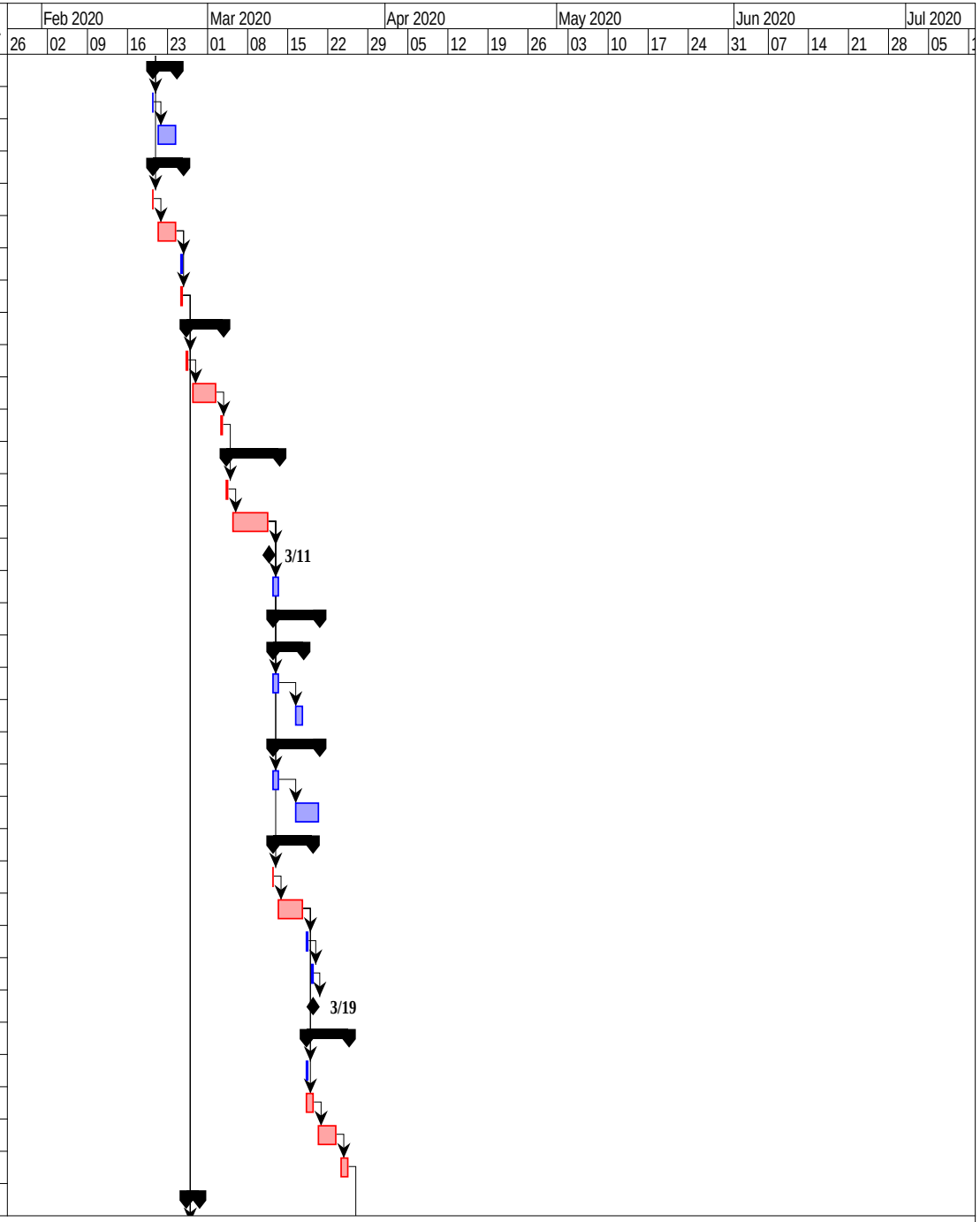
5.3.2.1. Participant supplies	
5.3.2.1.1. T-shirts	Refers to t-shirts provided to participants to wear during races.
5.3.2.1.2. Race bibs	Refers to race bibs (with participant number) provided to participants to wear during races so that they can be tracked throughout the duration of the race.
5.3.2.1.3. Sneakers	Refers to running sneakers provided to most participants, donated by sponsors.
5.3.2.2. Promotional merchandise	
5.3.2.2.1. Signs	Refers to promotional signs advertising race events and other signs needed for races (e.g. mile markers), which will be donated by sponsors.
5.3.2.2.2. Banners	Refers to promotional banners advertising race events and other banners as needed for races (e.g. race name, finish line, race start), which will be donated by sponsors.
5.4. Marketing	
5.4.1. Community outreach	
5.4.1.1. High school outreach	Refers to outreach that will be done throughout different local high schools to garner participants.
5.4.1.2. Local outreach	Refers to outreach that will be done throughout the community to garner partnerships, participants, and volunteers.
5.4.2. Social media	
5.4.2.1. Facebook profile	Refers to Girls Run the World Facebook profile needed to post content.
5.4.2.2. Instagram profile	Refers to Girls Run the World Instagram profile needed to post content.
5.4.2.3. Twitter profile	Refers to Girls Run the World Twitter profile needed to share information (e.g. upcoming races, fundraising events).
5.4.3. Website	Refers to Girls Run the World website needed to provide content.
5.5. Staffing	
5.5.1. Teenage participants	
5.5.1.1. Registration forms	Refers to completed registration forms needed to sign up teenage participants, which includes the participants' personal information and fitness goals.
5.5.1.2. Permission forms	Refers to completed permission forms required to sign up teenage participants, which must be signed by a parent or legal guardian.
5.5.2. Employees	
5.5.2.1. Interviews	Refers to job postings and candidate interview process.
5.5.2.2. Contracts	Refers to signed contracts with employees, which includes compensation, start date, etc.
5.5.2.3. Schedule	Refers to employee schedules needed to determine employee working hours and shifts, including breaks.

5.5.3. Volunteers	
5.5.3.1. Volunteer list	Refers to a list of volunteers needed to coach the teenage participants and perform other duties as needed in the organization.
5.5.3.2. Schedule	Refers to the volunteer schedule of assigned hours and shifts, including breaks.
5.6. Fundraising	Refers to fundraising events organized to raise funds for the organization.
6. Project Management	
6.1. Initiating	Refers to the first process group in the Project Life Cycle, which includes defining the project's objectives, scope, purpose and deliverables to be produced.
6.2. Planning	Refers to the second process group in the Project Life Cycle, which includes establishing the steps required to complete your project objectives, clarifying the scope of what needs to be done, and developing the task list to do it.
6.3. Executing	Refers to the third process group in the Project Life Cycle, which includes putting the project plan into action.
6.4. Monitoring/Controlling	Refers to the fourth process group in the Project Life Cycle, which includes tracking, reviewing, and regulating the progress in order to meet the performance objectives.
6.5. Closing	Refers to the fifth process group in the Project Life Cycle, which includes finalizing all activities for the project and documenting lessons learned.

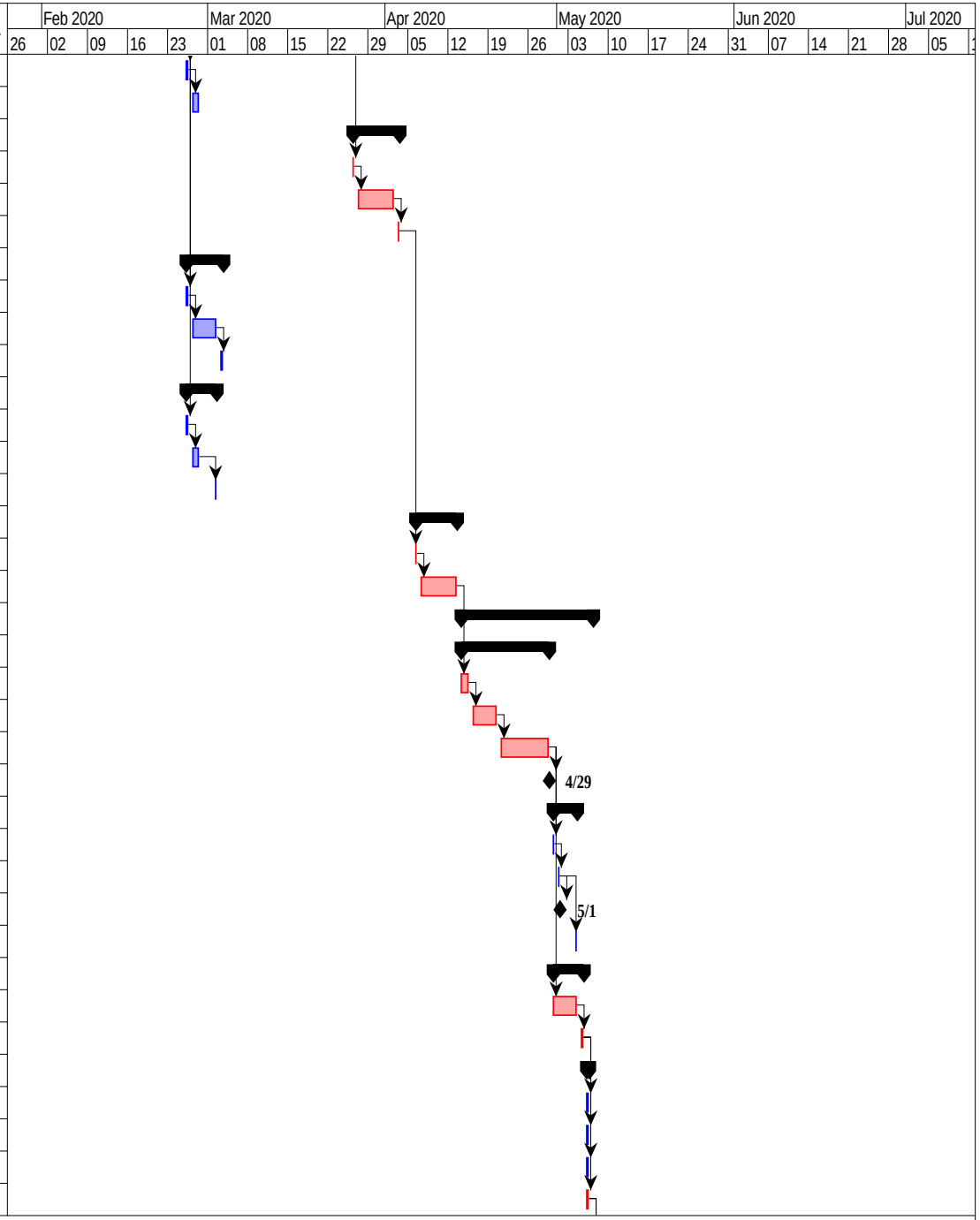
	Name	Duration	Start	Finish	Pred...
1	**Girls Run the World**	**98 days**	**1/29/20 8:00 AM**	**6/12/20 5:00 PM**	
2	**Project Management**	**97 days**	**1/29/20 8:00 AM**	**6/11/20 5:00 PM**	
3	Initiating	97 days	1/29/20 8:00 AM	6/11/20 5:00 PM	
4	Planning	97 days	1/29/20 8:00 AM	6/11/20 5:00 PM	
5	Executing	97 days	1/29/20 8:00 AM	6/11/20 5:00 PM	
6	Monitoring/Controlling	97 days	1/29/20 8:00 AM	6/11/20 5:00 PM	
7	Closing	97 days	1/29/20 8:00 AM	6/11/20 5:00 PM	
8	**Research**	**16 days**	**1/29/20 8:00 AM**	**2/19/20 5:00 PM**	
9	**Nonprofit organization ideas**	**10 days**	**1/29/20 8:00 AM**	**2/11/20 5:00 PM**	
10	Research nonprofits	7 days	1/29/20 8:00 AM	2/6/20 5:00 PM	
11	Meet to discuss/review suggestions	2 days	2/7/20 8:00 AM	2/10/20 5:00 PM	10
12	Decide on nonprofit	1 day	2/11/20 8:00 AM	2/11/20 5:00 PM	11
13	**Nonprofit mission**	**6 days**	**2/12/20 8:00 AM**	**2/19/20 5:00 PM**	
14	Define nonprofit mission	3 days	2/12/20 8:00 AM	2/14/20 5:00 PM	12
15	Develop mission statement	3 days	2/17/20 8:00 AM	2/19/20 5:00 PM	14
16	Established mission statement (milestone)	0 days	2/19/20 5:00 PM	2/19/20 5:00 PM	15
17	**Legal incorporation**	**2 days**	**2/12/20 8:00 AM**	**2/13/20 5:00 PM**	
18	Determine appropriate forms	2 days	2/12/20 8:00 AM	2/13/20 5:00 PM	12
19	Print out 501(c)(3) form	1 day	2/12/20 8:00 AM	2/12/20 5:00 PM	12
20	**Definition**	**8 days**	**2/12/20 8:00 AM**	**2/21/20 5:00 PM**	
21	**Location**	**4 days**	**2/12/20 8:00 AM**	**2/17/20 5:00 PM**	
22	Determine main location	2 days	2/12/20 8:00 AM	2/13/20 5:00 PM	12
23	Determine race location	2 days	2/14/20 8:00 AM	2/17/20 5:00 PM	22
24	**Sponsors**	**4 days**	**2/18/20 8:00 AM**	**2/21/20 5:00 PM**	
25	Determine sponsor agreements	2 days	2/18/20 8:00 AM	2/19/20 5:00 PM	23
26	Determine sponsored supplies	2 days	2/20/20 8:00 AM	2/21/20 5:00 PM	25
27	**Marketing**	**8 days**	**2/12/20 8:00 AM**	**2/21/20 5:00 PM**	
28	Determine type of outreach	2 days	2/20/20 8:00 AM	2/21/20 5:00 PM	15
29	Determine domain for website	2 days	2/12/20 8:00 AM	2/13/20 5:00 PM	12
30	**Staffing**	**4 days**	**2/14/20 8:00 AM**	**2/19/20 5:00 PM**	
31	Determine number of staff	2 days	2/14/20 8:00 AM	2/17/20 5:00 PM	22
32	Determine number of volunteers	2 days	2/18/20 8:00 AM	2/19/20 5:00 PM	23
33	**Fundraising**	**4 days**	**2/18/20 8:00 AM**	**2/21/20 5:00 PM**	
34	Determine method	2 days	2/18/20 8:00 AM	2/19/20 5:00 PM	23
35	Determine targeted amount	2 days	2/20/20 8:00 AM	2/21/20 5:00 PM	34
36	**Project Plan Development**	**38 days**	**2/20/20 8:00 AM**	**4/13/20 5:00 PM**	



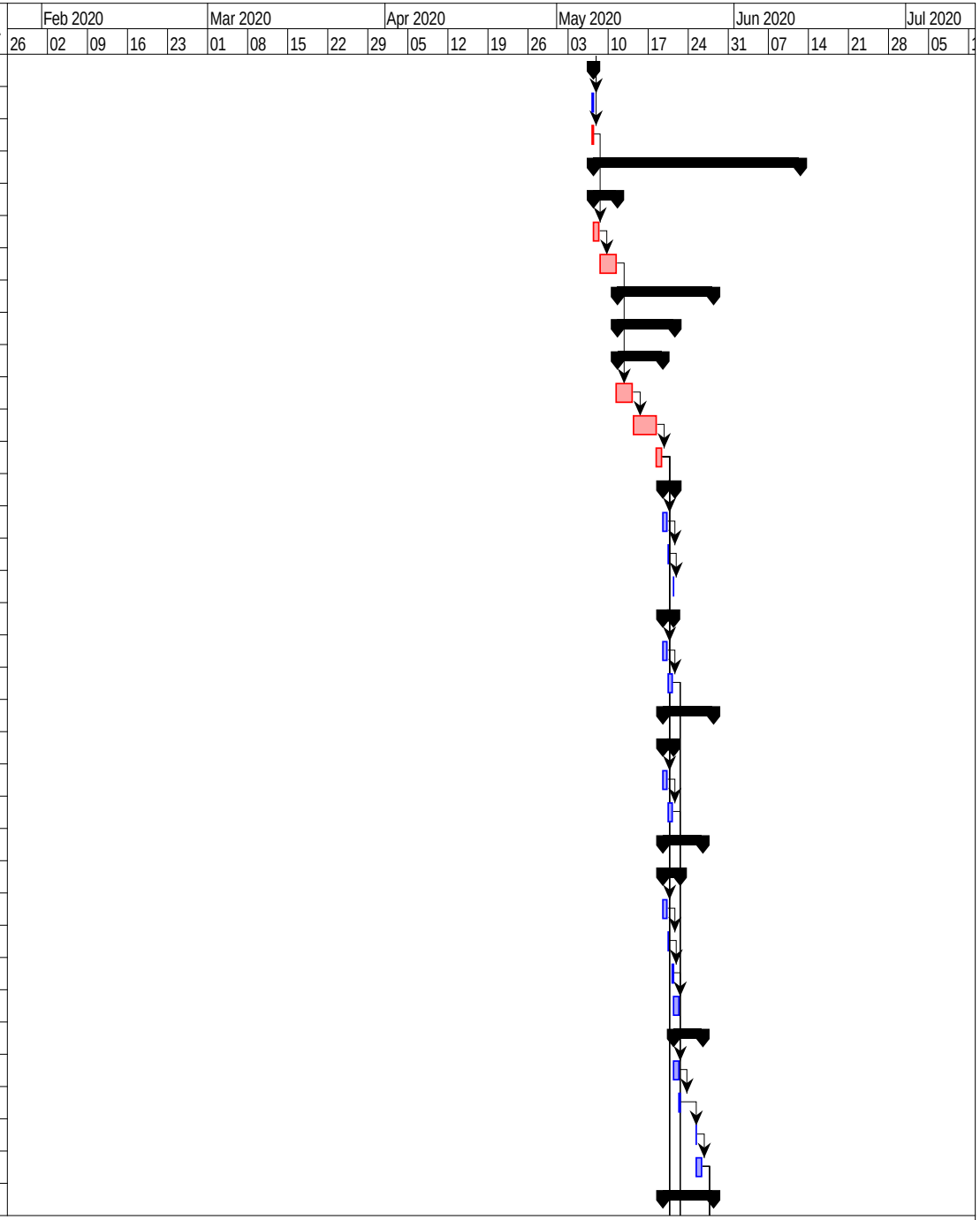
	Name	Duration	Start	Finish	Pred...
37	**Project charter**	**3 days**	**2/20/20 8:00 AM**	**2/24/20 5:00 PM**	
38	Find proper template	1 day	2/20/20 8:00 AM	2/20/20 5:00 PM	15
39	Develop project charter	2 days	2/21/20 8:00 AM	2/24/20 5:00 PM	38
40	**Stakeholder analysis**	**4 days**	**2/20/20 8:00 AM**	**2/25/20 5:00 PM**	
41	Find proper template	1 day	2/20/20 8:00 AM	2/20/20 5:00 PM	15
42	Identify stakeholders	2 days	2/21/20 8:00 AM	2/24/20 5:00 PM	41
43	Define stakeholders as +/-/neutral	1 day	2/25/20 8:00 AM	2/25/20 5:00 PM	42
44	Plot stakeholders on matrix	1 day	2/25/20 8:00 AM	2/25/20 5:00 PM	42
45	**Requirements analysis**	**5 days**	**2/26/20 8:00 AM**	**3/3/20 5:00 PM**	
46	Find proper template	1 day	2/26/20 8:00 AM	2/26/20 5:00 PM	44
47	Identify stakeholder requirements	3 days	2/27/20 8:00 AM	3/2/20 5:00 PM	46
48	Plot requirements on matrix	1 day	3/3/20 8:00 AM	3/3/20 5:00 PM	47
49	**Scope statement**	**8 days**	**3/4/20 8:00 AM**	**3/13/20 5:00 PM**	
50	Find proper template	1 day	3/4/20 8:00 AM	3/4/20 5:00 PM	48
51	Identify requirements, deliverables, & WP	5 days	3/5/20 8:00 AM	3/11/20 5:00 PM	50
52	Completed scope statement (milestone)	0 days	3/11/20 5:00 PM	3/11/20 5:00 PM	51
53	Identify what is out of scope	2 days	3/12/20 8:00 AM	3/13/20 5:00 PM	51
54	**Work breakdown structure**	**7 days**	**3/12/20 8:00 AM**	**3/20/20 5:00 PM**	
55	**Mindmap**	**4 days**	**3/12/20 8:00 AM**	**3/17/20 5:00 PM**	
56	Brainstorm work requirements	2 days	3/12/20 8:00 AM	3/13/20 5:00 PM	51
57	Map in WBS software	2 days	3/16/20 8:00 AM	3/17/20 5:00 PM	56
58	**WBS dictionary**	**7 days**	**3/12/20 8:00 AM**	**3/20/20 5:00 PM**	
59	Identify work packages	2 days	3/12/20 8:00 AM	3/13/20 5:00 PM	51
60	Detail/describe work packages	5 days	3/16/20 8:00 AM	3/20/20 5:00 PM	59
61	**Schedule (Gantt)**	**5.5 days**	**3/12/20 8:00 AM**	**3/19/20 1:00 PM**	
62	Import WBS activities in software	1 day	3/12/20 8:00 AM	3/12/20 5:00 PM	51
63	Identify time required for each activity	3 days	3/13/20 8:00 AM	3/17/20 5:00 PM	62
64	Identify dependencies	1 day	3/18/20 8:00 AM	3/18/20 5:00 PM	63
65	Identify critical path	0.5 days	3/19/20 8:00 AM	3/19/20 1:00 PM	64
66	Finalized WBS (milestone)	0 days	3/19/20 1:00 PM	3/19/20 1:00 PM	65
67	**Cost estimate (budget)**	**6 days**	**3/18/20 8:00 AM**	**3/25/20 5:00 PM**	
68	Find proper template	1 day	3/18/20 8:00 AM	3/18/20 5:00 PM	63
69	Define labor and lon-labor	2 days	3/18/20 8:00 AM	3/19/20 5:00 PM	63
70	Identify which activities have costs	2 days	3/20/20 8:00 AM	3/23/20 5:00 PM	69
71	Determine the costs for each of those activities	2 days	3/24/20 8:00 AM	3/25/20 5:00 PM	70
72	**Communications plan**	**3 days**	**2/26/20 8:00 AM**	**2/28/20 5:00 PM**	



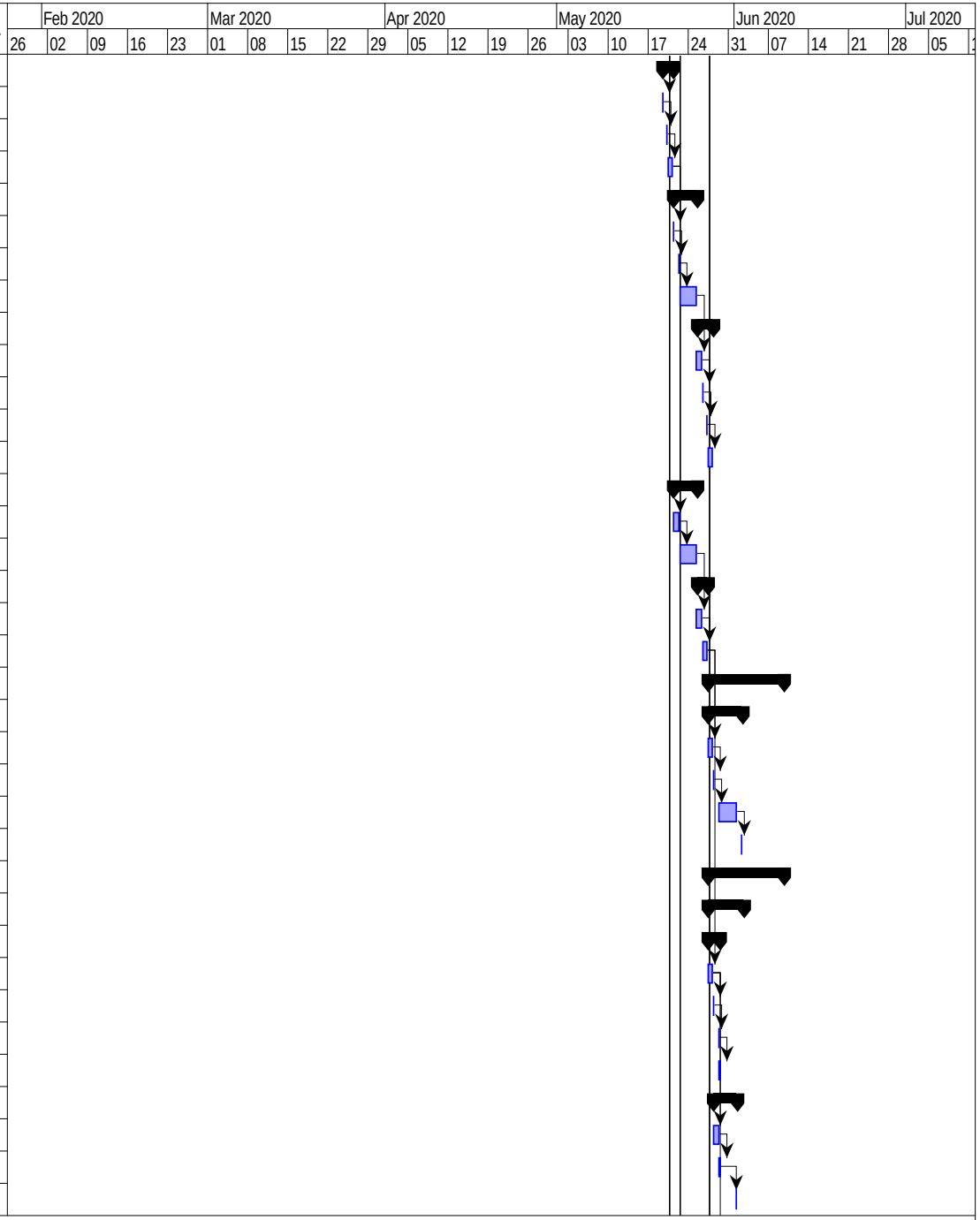
	Name	Duration	Start	Finish	Pred...
73	Find proper template	1 day	2/26/20 8:00 AM	2/26/20 5:00 PM	44
74	Develop communications plan	2 days	2/27/20 8:00 AM	2/28/20 5:00 PM	73
75	**Risk analysis**	**7 days**	**3/26/20 8:00 AM**	**4/3/20 5:00 PM**	
76	Find proper template	1 day	3/26/20 8:00 AM	3/26/20 5:00 PM	71
77	Brainstorm potential risks	5 days	3/27/20 8:00 AM	4/2/20 5:00 PM	76
78	Map risks on probability/impact matrix	1 day	4/3/20 8:00 AM	4/3/20 5:00 PM	77
79	**Issue log**	**5 days**	**2/26/20 8:00 AM**	**3/3/20 5:00 PM**	
80	Find proper template	1 day	2/26/20 8:00 AM	2/26/20 5:00 PM	44
81	Track issues	3 days	2/27/20 8:00 AM	3/2/20 5:00 PM	80
82	Create issue log	1 day	3/3/20 8:00 AM	3/3/20 5:00 PM	81
83	**Change log request**	**4 days**	**2/26/20 8:00 AM**	**3/2/20 5:00 PM**	
84	Find proper template	1 day	2/26/20 8:00 AM	2/26/20 5:00 PM	44
85	Manage change request throughout change	2 days	2/27/20 8:00 AM	2/28/20 5:00 PM	84
86	Track change requests	1 day	3/2/20 8:00 AM	3/2/20 5:00 PM	85
87	**Lessons learned summary**	**6 days**	**4/6/20 8:00 AM**	**4/13/20 5:00 PM**	
88	Find proper template	1 day	4/6/20 8:00 AM	4/6/20 5:00 PM	78
89	Create lessons learned document	5 days	4/7/20 8:00 AM	4/13/20 5:00 PM	88
90	**Presentation**	**17.5 da...**	**4/14/20 8:00 AM**	**5/7/20 1:00 PM**	
91	**Slide deck**	**12 days**	**4/14/20 8:00 AM**	**4/29/20 5:00 PM**	
92	Create slide deck template	2 days	4/14/20 8:00 AM	4/15/20 5:00 PM	89
93	Determine project content to highlight	3 days	4/16/20 8:00 AM	4/20/20 5:00 PM	92
94	Set up slides/slideshow	7 days	4/21/20 8:00 AM	4/29/20 5:00 PM	93
95	Assembled slide deck (milestone)	0 days	4/29/20 5:00 PM	4/29/20 5:00 PM	94
96	**Rehearsal**	**3 days**	**4/30/20 8:00 AM**	**5/4/20 5:00 PM**	
97	Set up time to rehearse	1 day	4/30/20 8:00 AM	4/30/20 5:00 PM	94
98	Rehearse presentation	1 day	5/1/20 8:00 AM	5/1/20 5:00 PM	97
99	Rehearsed presentation (milestone)	0 days	5/1/20 5:00 PM	5/1/20 5:00 PM	98
100	Refine based on feedback	1 day	5/4/20 8:00 AM	5/4/20 5:00 PM	98
101	**PDF Presentation**	**4 days**	**4/30/20 8:00 AM**	**5/5/20 5:00 PM**	
102	Format documents	3 days	4/30/20 8:00 AM	5/4/20 5:00 PM	94
103	Email presentation to client	1 day	5/5/20 8:00 AM	5/5/20 5:00 PM	102
104	**WebEx Presentation**	**1 day**	**5/6/20 8:00 AM**	**5/6/20 5:00 PM**	
105	Join WebEx meeting at designated time	1 day	5/6/20 8:00 AM	5/6/20 5:00 PM	103
106	Share slide deck	1 day	5/6/20 8:00 AM	5/6/20 5:00 PM	103
107	Present to panel and class	1 day	5/6/20 8:00 AM	5/6/20 5:00 PM	103
108	Answer questions	1 day	5/6/20 8:00 AM	5/6/20 5:00 PM	103



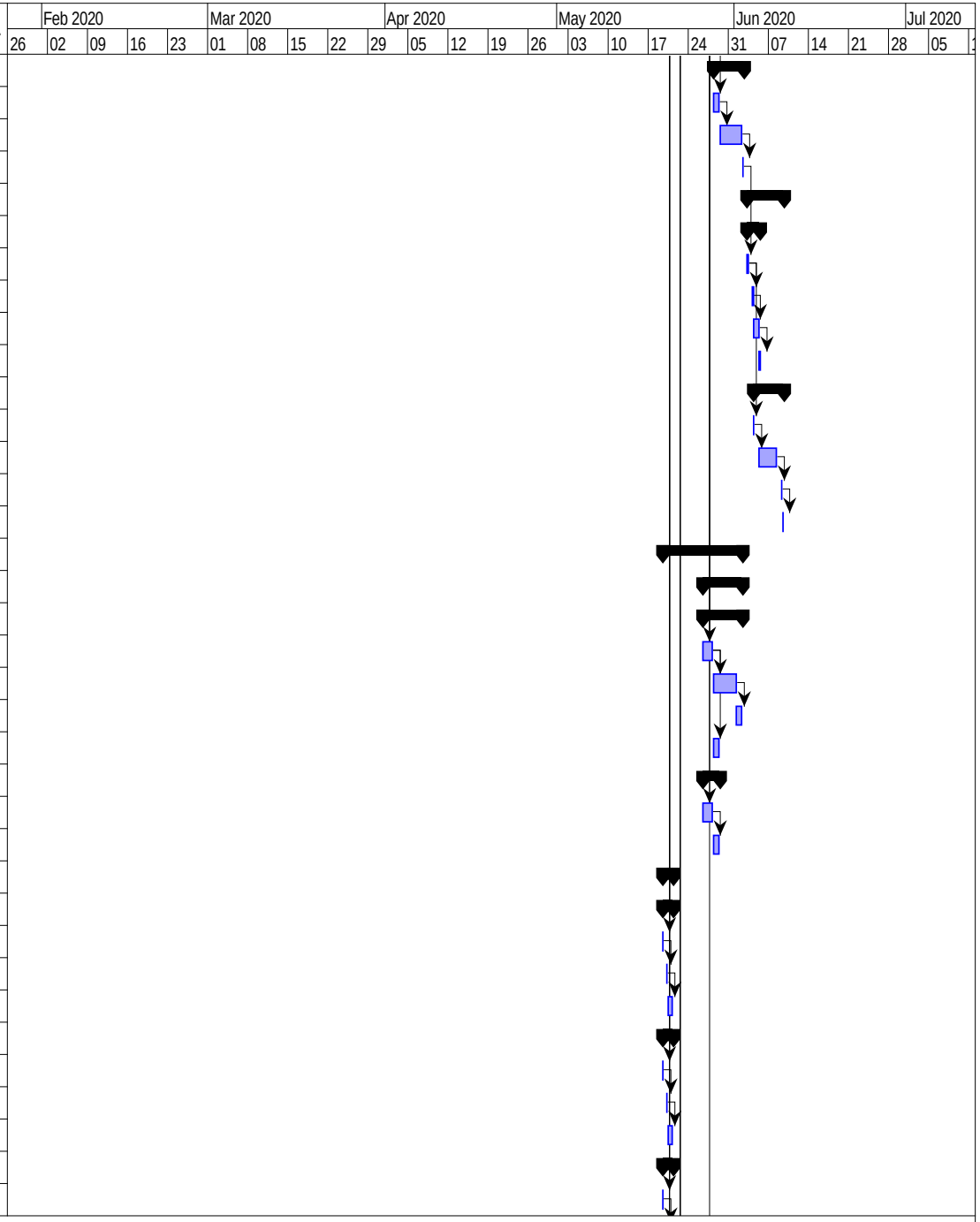
	Name	Duration	Start	Finish	Pred...
109	**Success celebration**	**0.5 days**	**5/7/20 8:00 AM**	**5/7/20 1:00 PM**	
110	Join WebEx meeting with all Pink Divas	0.5 days	5/7/20 8:00 AM	5/7/20 1:00 PM	108
111	Drink pink quarantini drinks	0.5 days	5/7/20 8:00 AM	5/7/20 1:00 PM	108
112	**Launch**	**26.5 da...**	**5/7/20 1:00 PM**	**6/12/20 5:00 PM**	
113	**Legal incorporation**	**2 days**	**5/7/20 1:00 PM**	**5/11/20 1:00 PM**	
114	Incorporation forms	1 day	5/7/20 1:00 PM	5/8/20 1:00 PM	111
115	501(c)(3) form	1 day	5/8/20 1:00 PM	5/11/20 1:00 PM	114
116	**Location**	**13 days**	**5/11/20 1:00 PM**	**5/28/20 1:00 PM**	
117	**Main location**	**8.5 days**	**5/11/20 1:00 PM**	**5/21/20 5:00 PM**	
118	**Lease**	**6 days**	**5/11/20 1:00 PM**	**5/19/20 1:00 PM**	
119	Search for location	3 days	5/11/20 1:00 PM	5/14/20 1:00 PM	115
120	Negotiate a lease	2 days	5/14/20 1:00 PM	5/18/20 1:00 PM	119
121	Sign a lease	1 day	5/18/20 1:00 PM	5/19/20 1:00 PM	120
122	**Equipment**	**2.5 days**	**5/19/20 1:00 PM**	**5/21/20 5:00 PM**	
123	Identify required equipment	1 day	5/19/20 1:00 PM	5/20/20 1:00 PM	121
124	Purchase equipment	0.5 days	5/20/20 1:00 PM	5/20/20 5:00 PM	123
125	Set up equipment	1 day	5/21/20 8:00 AM	5/21/20 5:00 PM	124
126	**Utilities**	**2 days**	**5/19/20 1:00 PM**	**5/21/20 1:00 PM**	
127	Establish accounts	1 day	5/19/20 1:00 PM	5/20/20 1:00 PM	121
128	Manage payment dates	1 day	5/20/20 1:00 PM	5/21/20 1:00 PM	127
129	**Race location**	**7 days**	**5/19/20 1:00 PM**	**5/28/20 1:00 PM**	
130	**Route**	**2 days**	**5/19/20 1:00 PM**	**5/21/20 1:00 PM**	
131	Determine length of race	1 day	5/19/20 1:00 PM	5/20/20 1:00 PM	121
132	Search for a route	1 day	5/20/20 1:00 PM	5/21/20 1:00 PM	131
133	**Permits**	**5 days**	**5/19/20 1:00 PM**	**5/26/20 1:00 PM**	
134	**Insurance**	**3 days**	**5/19/20 1:00 PM**	**5/22/20 1:00 PM**	
135	Request quotes	1 day	5/19/20 1:00 PM	5/20/20 1:00 PM	121
136	Evaluate coverage	0.5 days	5/20/20 1:00 PM	5/20/20 5:00 PM	135
137	Select provider	0.5 days	5/21/20 8:00 AM	5/21/20 1:00 PM	136
138	Manage payments of premiums	1 day	5/21/20 1:00 PM	5/22/20 1:00 PM	137
139	**City approval**	**3 days**	**5/21/20 1:00 PM**	**5/26/20 1:00 PM**	
140	Research required approval(s)	1 day	5/21/20 1:00 PM	5/22/20 1:00 PM	132
141	Submit application(s)	0.5 days	5/22/20 1:00 PM	5/22/20 5:00 PM	140
142	Pay appropriate fees	0.5 days	5/25/20 8:00 AM	5/25/20 1:00 PM	141
143	Receive approval(s)	1 day	5/25/20 1:00 PM	5/26/20 1:00 PM	142
144	**Equipment**	**7 days**	**5/19/20 1:00 PM**	**5/28/20 1:00 PM**	



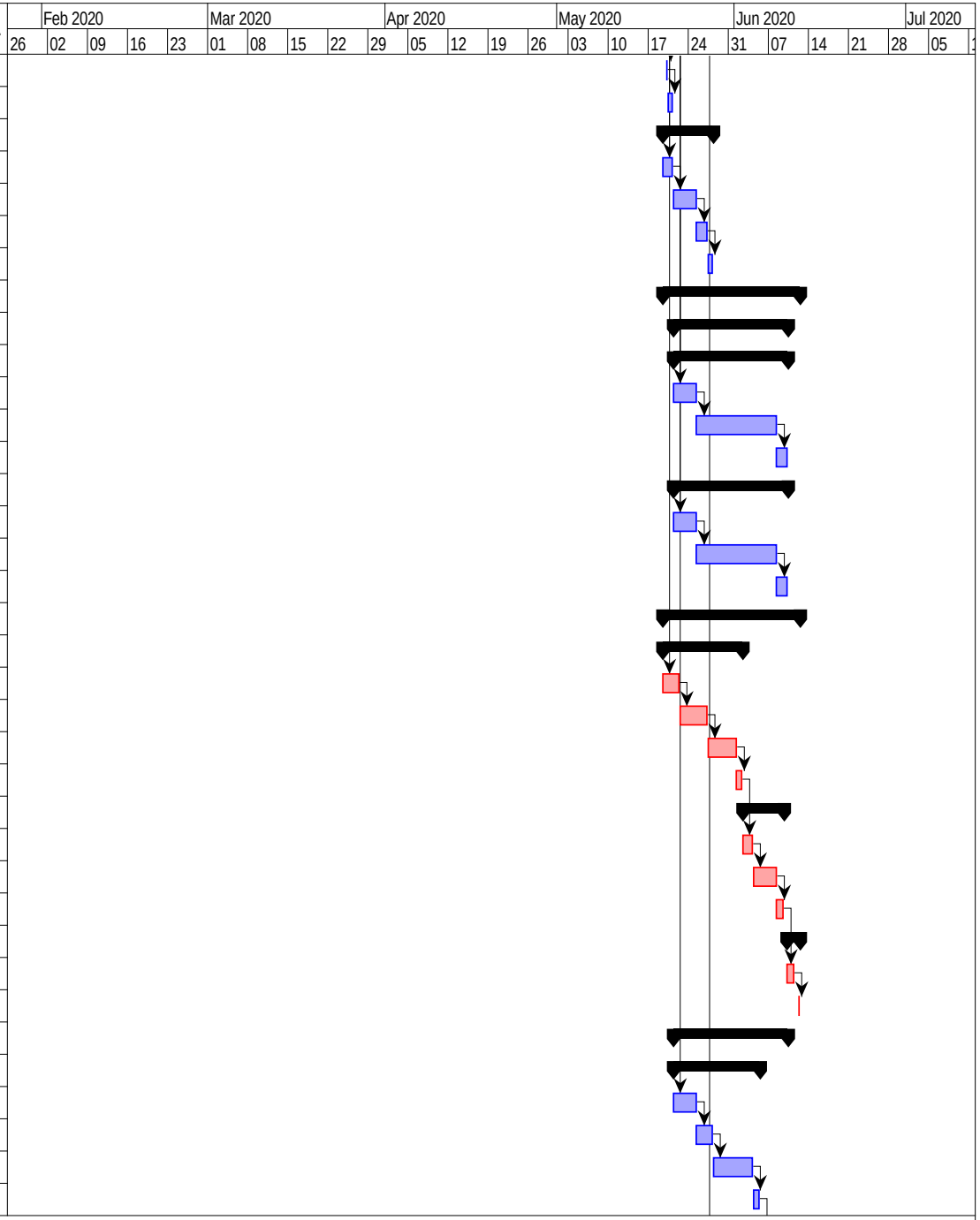
	Name	Duration	Start	Finish	Pred...
145	**Barriers**	**2 days**	**5/19/20 1:00 PM**	**5/21/20 1:00 PM**	
146	Research required barriers	0.5 days	5/19/20 1:00 PM	5/19/20 5:00 PM	121
147	Determine source of barriers	0.5 days	5/20/20 8:00 AM	5/20/20 1:00 PM	146
148	Rent barriers from city	1 day	5/20/20 1:00 PM	5/21/20 1:00 PM	147
149	**Timing equipment**	**2 days**	**5/21/20 1:00 PM**	**5/25/20 1:00 PM**	
150	Research required timing equipment	0.5 days	5/21/20 1:00 PM	5/21/20 5:00 PM	148
151	Determine source of timing equipment	0.5 days	5/22/20 8:00 AM	5/22/20 1:00 PM	150
152	Rent/purchase timing equipment	1 day	5/22/20 1:00 PM	5/25/20 1:00 PM	151
153	**Sound system**	**3 days**	**5/25/20 1:00 PM**	**5/28/20 1:00 PM**	
154	Request quotes	1 day	5/25/20 1:00 PM	5/26/20 1:00 PM	152
155	Evaluate package	0.5 days	5/26/20 1:00 PM	5/26/20 5:00 PM	154
156	Select provider	0.5 days	5/27/20 8:00 AM	5/27/20 1:00 PM	155
157	Manage payments	1 day	5/27/20 1:00 PM	5/28/20 1:00 PM	156
158	**Law enforcement**	**2 days**	**5/21/20 1:00 PM**	**5/25/20 1:00 PM**	
159	Research required law enforcement	1 day	5/21/20 1:00 PM	5/22/20 1:00 PM	148
160	Request law enforcement from city	1 day	5/22/20 1:00 PM	5/25/20 1:00 PM	159
161	**Emergency medical services**	**2 days**	**5/25/20 1:00 PM**	**5/27/20 1:00 PM**	
162	Research required EMS	1 day	5/25/20 1:00 PM	5/26/20 1:00 PM	160
163	Request law enforcement	1 day	5/26/20 1:00 PM	5/27/20 1:00 PM	162
164	**Sponsors**	**9.5 days**	**5/27/20 1:00 PM**	**6/9/20 5:00 PM**	
165	**Agreements**	**4 days**	**5/27/20 1:00 PM**	**6/2/20 1:00 PM**	
166	Determine required funding	1 day	5/27/20 1:00 PM	5/28/20 1:00 PM	163
167	Identify sponsors	0.5 days	5/28/20 1:00 PM	5/28/20 5:00 PM	166
168	Negotiate agreements	2 days	5/29/20 8:00 AM	6/1/20 5:00 PM	167
169	Sign agreements	0.5 days	6/2/20 8:00 AM	6/2/20 1:00 PM	168
170	**Supplies**	**9.5 days**	**5/27/20 1:00 PM**	**6/9/20 5:00 PM**	
171	**Participant supplies**	**4.5 days**	**5/27/20 1:00 PM**	**6/2/20 5:00 PM**	
172	**T-Shirts**	**2.5 days**	**5/27/20 1:00 PM**	**5/29/20 5:00 PM**	
173	Identify number of required t-shirts	1 day	5/27/20 1:00 PM	5/28/20 1:00 PM	163
174	Find a supplier	0.5 days	5/28/20 1:00 PM	5/28/20 5:00 PM	173
175	Design t-shirts	0.5 days	5/29/20 8:00 AM	5/29/20 1:00 PM	174
176	Purchase t-shirts	0.5 days	5/29/20 1:00 PM	5/29/20 5:00 PM	175
177	**Race bibs**	**2 days**	**5/28/20 1:00 PM**	**6/1/20 1:00 PM**	
178	Identify number of required race bibs	1 day	5/28/20 1:00 PM	5/29/20 1:00 PM	173
179	Find a supplier	0.5 days	5/29/20 1:00 PM	5/29/20 5:00 PM	178
180	Purchase bibs	0.5 days	6/1/20 8:00 AM	6/1/20 1:00 PM	179



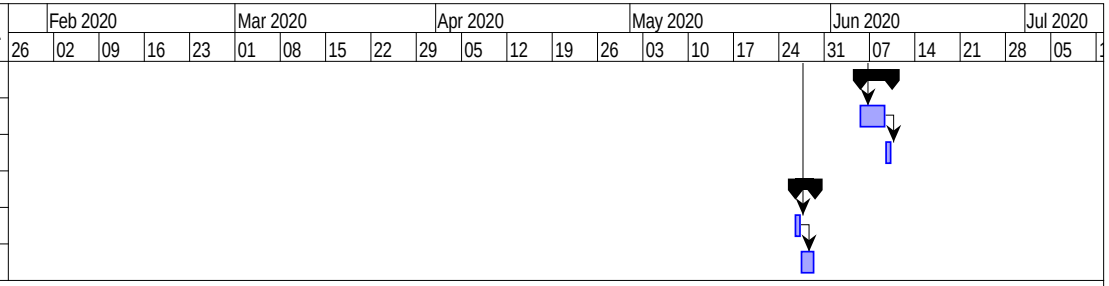
	Name	Duration	Start	Finish	Pred...
181	**Sneakers**	**3.5 days**	**5/28/20 1:00 PM**	**6/2/20 5:00 PM**	
182	Identify number of required sneakers	1 day	5/28/20 1:00 PM	5/29/20 1:00 PM	173
183	Negotiate with sponsor	2 days	5/29/20 1:00 PM	6/2/20 1:00 PM	182
184	Purchase sneakers	0.5 days	6/2/20 1:00 PM	6/2/20 5:00 PM	183
185	**Promotional merchandise**	**5 days**	**6/3/20 8:00 AM**	**6/9/20 5:00 PM**	
186	**Signs**	**3 days**	**6/3/20 8:00 AM**	**6/5/20 5:00 PM**	
187	Identify required signs	1 day	6/3/20 8:00 AM	6/3/20 5:00 PM	184
188	Find a supplier	0.5 days	6/4/20 8:00 AM	6/4/20 1:00 PM	187
189	Design signs	1 day	6/4/20 1:00 PM	6/5/20 1:00 PM	188
190	Purchase signs	0.5 days	6/5/20 1:00 PM	6/5/20 5:00 PM	189
191	**Banners**	**4 days**	**6/4/20 8:00 AM**	**6/9/20 5:00 PM**	
192	Identify required banners	1 day	6/4/20 8:00 AM	6/4/20 5:00 PM	187
193	Find a supplier	2 days	6/5/20 8:00 AM	6/8/20 5:00 PM	192
194	Design banners	0.5 days	6/9/20 8:00 AM	6/9/20 1:00 PM	193
195	Purchase banners	0.5 days	6/9/20 1:00 PM	6/9/20 5:00 PM	194
196	**Marketing**	**10 days**	**5/19/20 1:00 PM**	**6/2/20 1:00 PM**	
197	**Community outreach**	**5 days**	**5/26/20 1:00 PM**	**6/2/20 1:00 PM**	
198	**High school outreach**	**5 days**	**5/26/20 1:00 PM**	**6/2/20 1:00 PM**	
199	Identify high schools to reach out to	2 days	5/26/20 1:00 PM	5/28/20 1:00 PM	143
200	Meet with officials to present mission	2 days	5/28/20 1:00 PM	6/1/20 1:00 PM	199
201	Present to student body	1 day	6/1/20 1:00 PM	6/2/20 1:00 PM	200
202	Post flyers	1 day	5/28/20 1:00 PM	5/29/20 1:00 PM	199
203	**Local outreach**	**3 days**	**5/26/20 1:00 PM**	**5/29/20 1:00 PM**	
204	Identify community organizations to reach out to	2 days	5/26/20 1:00 PM	5/28/20 1:00 PM	143
205	Post flyers	1 day	5/28/20 1:00 PM	5/29/20 1:00 PM	204
206	**Social media**	**2 days**	**5/19/20 1:00 PM**	**5/21/20 1:00 PM**	
207	**Facebook profile**	**2 days**	**5/19/20 1:00 PM**	**5/21/20 1:00 PM**	
208	Assign social media lead	0.5 days	5/19/20 1:00 PM	5/19/20 5:00 PM	121
209	Create account	0.5 days	5/20/20 8:00 AM	5/20/20 1:00 PM	208
210	Post content	1 day	5/20/20 1:00 PM	5/21/20 1:00 PM	209
211	**Instagram profile**	**2 days**	**5/19/20 1:00 PM**	**5/21/20 1:00 PM**	
212	Assign social media lead	0.5 days	5/19/20 1:00 PM	5/19/20 5:00 PM	121
213	Create account	0.5 days	5/20/20 8:00 AM	5/20/20 1:00 PM	212
214	Post content	1 day	5/20/20 1:00 PM	5/21/20 1:00 PM	213
215	**Twitter profile**	**2 days**	**5/19/20 1:00 PM**	**5/21/20 1:00 PM**	
216	Assign social media lead	0.5 days	5/19/20 1:00 PM	5/19/20 5:00 PM	121



	Name	Duration	Start	Finish	Pred...
217	Create account	0.5 days	5/20/20 8:00 AM	5/20/20 1:00 PM	216
218	Post content	1 day	5/20/20 1:00 PM	5/21/20 1:00 PM	217
219	**Website**	**7 days**	**5/19/20 1:00 PM**	**5/28/20 1:00 PM**	
220	Request quotes	2 days	5/19/20 1:00 PM	5/21/20 1:00 PM	121
221	Review proposals	2 days	5/21/20 1:00 PM	5/25/20 1:00 PM	220
222	Develop website	2 days	5/25/20 1:00 PM	5/27/20 1:00 PM	221
223	Launch website	1 day	5/27/20 1:00 PM	5/28/20 1:00 PM	222
224	**Staffing**	**18.5 da...**	**5/19/20 1:00 PM**	**6/12/20 5:00 PM**	
225	**Teenage participants**	**14 days**	**5/21/20 1:00 PM**	**6/10/20 1:00 PM**	
226	**Registration forms**	**14 days**	**5/21/20 1:00 PM**	**6/10/20 1:00 PM**	
227	Develop form requirements	2 days	5/21/20 1:00 PM	5/25/20 1:00 PM	128
228	Distribute forms	10 days	5/25/20 1:00 PM	6/8/20 1:00 PM	227
229	File completed forms	2 days	6/8/20 1:00 PM	6/10/20 1:00 PM	228
230	**Permission forms**	**14 days**	**5/21/20 1:00 PM**	**6/10/20 1:00 PM**	
231	Develop form requirements	2 days	5/21/20 1:00 PM	5/25/20 1:00 PM	128
232	Distribute forms	10 days	5/25/20 1:00 PM	6/8/20 1:00 PM	231
233	File completed forms	2 days	6/8/20 1:00 PM	6/10/20 1:00 PM	232
234	**Employees**	**18.5 da...**	**5/19/20 1:00 PM**	**6/12/20 5:00 PM**	
235	**Interviews**	**10 days**	**5/19/20 1:00 PM**	**6/2/20 1:00 PM**	
236	Determine job requirements	3 days	5/19/20 1:00 PM	5/22/20 1:00 PM	121
237	Post job listings	3 days	5/22/20 1:00 PM	5/27/20 1:00 PM	236
238	Interview candidates	3 days	5/27/20 1:00 PM	6/1/20 1:00 PM	237
239	Select candidates	1 day	6/1/20 1:00 PM	6/2/20 1:00 PM	238
240	**Contracts**	**5.5 days**	**6/2/20 1:00 PM**	**6/9/20 5:00 PM**	
241	Determine contract requirements	2 days	6/2/20 1:00 PM	6/4/20 1:00 PM	239
242	Negotiate employee contracts	2 days	6/4/20 1:00 PM	6/8/20 1:00 PM	241
243	Hire employees	1.5 days	6/8/20 1:00 PM	6/9/20 5:00 PM	242
244	**Schedule**	**3 days**	**6/10/20 8:00 AM**	**6/12/20 5:00 PM**	
245	Identify working hours	2 days	6/10/20 8:00 AM	6/11/20 5:00 PM	243
246	Assign shifts	1 day	6/12/20 8:00 AM	6/12/20 5:00 PM	245
247	**Volunteers**	**14 days**	**5/21/20 1:00 PM**	**6/10/20 1:00 PM**	
248	**Volunteer list**	**11 days**	**5/21/20 1:00 PM**	**6/5/20 1:00 PM**	
249	Determine volunteer requirements	2 days	5/21/20 1:00 PM	5/25/20 1:00 PM	128
250	Post volunteer opportunities	3 days	5/25/20 1:00 PM	5/28/20 1:00 PM	249
251	Interview volunteers	5 days	5/28/20 1:00 PM	6/4/20 1:00 PM	250
252	Select volunteers	1 day	6/4/20 1:00 PM	6/5/20 1:00 PM	251



	Name	Duration	Start	Finish	Pred...
253	**Schedule**	**3 days**	**6/5/20 1:00 PM**	**6/10/20 1:00 PM**	
254	Identify volunteer hours	2 days	6/5/20 1:00 PM	6/9/20 1:00 PM	252
255	Assign shifts	1 day	6/9/20 1:00 PM	6/10/20 1:00 PM	254
256	**Fundraising**	**3 days**	**5/26/20 1:00 PM**	**5/29/20 1:00 PM**	
257	Identify fundraising goals	1 day	5/26/20 1:00 PM	5/27/20 1:00 PM	143
258	Plan fundraising event	2 days	5/27/20 1:00 PM	5/29/20 1:00 PM	257



COST ESTIMATE

PLANNING TO LAUNCH

WBS Categories	Total # of Labor Hrs.	Rate ($) / Hr.	Total Labor Cost	Non-labor Cost	Total Cost
1. Research					
1.1. Nonprofit organization idea	18	$ 10.00	$ 180.00		$ 180.00
1.2. Nonprofit mission	12	$ 10.00	$ 120.00		$ 120.00
1.3. Legal incorporation	6	$ 10.00	$ 60.00		$ 60.00
2. Definition					
2.1. Location	6	$ 10.00	$ 60.00		$ 60.00
2.2. Sponsors	6	$ 10.00	$ 60.00		$ 60.00
2.3. Marketing	6	$ 10.00	$ 60.00		$ 60.00
2.4. Staffing	6	$ 10.00	$ 60.00		$ 60.00
2.5. Fundraising	6	$ 10.00	$ 60.00		$ 60.00
3. Project Plan Development					
3.1. Project charter	6	$ 10.00	$ 60.00		$ 60.00
3.2. Stakeholders analysis	12	$ 10.00	$ 120.00	$ 30.00	$ 150.00
3.3. Requirements analysis	18	$ 10.00	$ 180.00	$ 30.00	$ 210.00
3.4. Scope statement	18	$ 10.00	$ 180.00		$ 180.00
3.5 Work Breakdown Structure (WBS)					
3.5.1. MindMap	12	$ 10.00	$ 120.00	$ 30.00	$ 150.00
3.5.2. WBS Dictionary	12	$ 10.00	$ 120.00		$ 120.00
3.6. Schedule (Gantt)	12	$ 10.00	$ 120.00	$ 30.00	$ 150.00
3.7. Cost Estimate	9	$ 10.00	$ 90.00		$ 90.00
3.8. Communications plan	9	$ 10.00	$ 90.00		$ 90.00
3.9. Risk analysis	9	$ 10.00	$ 90.00		$ 90.00
3.10. Issue log	9	$ 10.00	$ 90.00		$ 90.00
3.11. Change request log	9	$ 10.00	$ 90.00		$ 90.00
3.12. Lessons learned summary	15	$ 10.00	$ 150.00		$ 150.00
4. Presentation					
4.1. Slide deck	24	$ 10.00	$ 240.00		$ 240.00
4.2. Rehearsal	24	$ 10.00	$ 240.00	$ 120.00	$ 360.00
4.3. PDF presentation	18	$ 10.00	$ 180.00		$ 180.00
4.4. WebEx presentation	18	$ 10.00	$ 180.00	$ 120.00	$ 300.00
4.5. Success celebration	12	$ 10.00	$ 120.00	$ 120.00	$ 240.00
Subtotal	312		$ 3,120.00	$ 480.00	$ 3,600.00

	Reserves (10%)				$	312.00	$	48.00	$ 360.00
	Total				$	3,432.00	$	528.00	**$ 4,000.00**
LAUNCH/OPERATIONS	5. Launch								
	5.1. Legal incorporation								
	5.1.1. Incorporation forms	9	$	10.00	$	90.00			$ 90.00
	5.1.2. 501(c)(3) form	9	$	10.00	$	90.00			$ 90.00
	5.2. Location								
	5.2.1. Main location								
	5.2.1.1. Lease	24	$	10.00	$	240.00	$	5,000.00	$ 5,240.00
	5.2.1.2. Equipment	12	$	10.00	$	120.00	$	2,500.00	$ 2,620.00
	5.2.1.3. Utilities	6	$	10.00	$	60.00	$	500.00	$ 560.00
	5.2.2. Race location								
	5.2.2.1. Route	12	$	10.00	$	120.00	$	250.00	$ 370.00
	5.2.2.2. Permits								
	5.2.2.2.1. Insurance	9	$	10.00	$	90.00	$	650.00	$ 740.00
	5.2.2.2.2. City approval	9	$	10.00	$	90.00			$ 90.00
	5.2.2.3. Equipment								
	5.2.2.3.1. Barriers	3	$	10.00	$	30.00	$	350.00	$ 380.00
	5.2.2.3.2. Timing equipment	3	$	10.00	$	30.00	$	300.00	$ 330.00
	5.2.2.3.3. Sound system	3	$	10.00	$	30.00	$	650.00	$ 680.00
	5.2.2.4. Law enforcement	6	$	10.00	$	60.00			$ 60.00
	5.2.2.5. Emergency Medical Service	6	$	10.00	$	60.00			$ 60.00
	5.3. Sponsors								
	5.3.1. Agreements	36	$	10.00	$	360.00	$	700.00	$ 1,060.00
	5.3.2. Supplies								
	5.3.2.1. Participant supplies								
	5.3.2.1.1. T-shirts	9	$	10.00	$	90.00	$	550.00	$ 640.00
	5.3.2.1.2. Race bibs	4	$	10.00	$	40.00	$	250.00	$ 290.00
	5.3.2.1.3. Sneakers	6	$	10.00	$	60.00			$ 60.00
	5.3.2.2. Promotional merchandise								
	5.3.2.2.1. Signs	8	$	10.00	$	80.00	$	100.00	$ 180.00
	5.3.2.2.2. Banners	8	$	10.00	$	80.00	$	100.00	$ 180.00
	5.4. Marketing								
	5.4.1. Community outreach								
	5.4.1.1. High school outreach	18	$	10.00	$	180.00			$ 180.00

LAUNCH/OPERATIONS	**5.4.1.2. Local outreach**	18	$ 10.00	$ 180.00		$ 180.00
	5.4.2. Social media					
	5.4.2.1. Facebook profile	10	$ 10.00	$ 100.00		$ 100.00
	5.4.2.2. Instagram profile	10	$ 10.00	$ 100.00		$ 100.00
	5.4.2.3. Twitter profile	10	$ 10.00	$ 100.00		$ 100.00
	5.4.3. Website	10	$ 10.00	$ 100.00	$ 1,300.00	$ 1,400.00
	5.5. Staffing					
	5.5.1. Teenage participants					
	5.5.1.1. Registration forms	9	$ 10.00	$ 90.00	$ 50.00	$ 140.00
	5.5.1.2. Permission forms	9	$ 10.00	$ 90.00	$ 50.00	$ 140.00
	5.5.2. Employees					
	5.5.2.1. Interviews	60	$ 10.00	$ 600.00		$ 600.00
	5.5.2.2. Contracts	30	$ 10.00	$ 300.00		$ 300.00
	5.5.2.3. Schedule	8	$ 10.00	$ 80.00		$ 80.00
	5.5.3. Volunteers					
	5.5.3.1. Volunteer list	6	$ 10.00	$ 60.00		$ 60.00
	5.5.3.2. Schedule	6	$ 10.00	$ 60.00		$ 60.00
	5.6. Fundraising					
	6. Project Management					
	6.1. Initiating	10	$ 10.00	$ 100.00		$ 100.00
	6.2. Planning	20	$ 10.00	$ 200.00		$ 200.00
	6.3. Executing	30	$ 10.00	$ 300.00		$ 300.00
	6.4. Monitoring/Controlling	30	$ 10.00	$ 300.00		$ 300.00
	6.5. Closing	10	$ 10.00	$ 100.00		$ 100.00
	Subtotal	486		$ 4,860.00	$ 13,300.00	$ 18,160.00
	Reserves (10%)			$ 486.00	$ 1,330.00	$ 1,816.00
	Total			$ 5,346.00	$ 14,630.00	**$ 20,000.00**

Grand Total	**$ 24,000.00**

Assumptions

Internal labor rates include benefits and overhead. Average hourly rates are fixed based on requirements set forth.
Non-labor costs include materials, supplies, travel, meal expenses, etc.
Non-labor costs for launch/operations may change post NPO launch.
Reserves are calculated by taking 10% of the total estimate. Totals are rounded.

COMMUNICATION PLAN

Stakeholder	What	When	How	Who	Where
1. Client	Updates and questions	1x week	Verbal/ written	Pink Divas	Rutgers campus, email, WebEx
	Twelve deliverables	May 6th, 2020	Email	Pink Divas	Internet
	Presentation slides	May 6th, 2020	Email	Pink Divas	Internet
	Project plan	May 6th, 2020	Presentation	Pink Divas	WebEx
2. Community	*No communication will be made to this stakeholder until post-launch.*				
3. Competing Non-Profits	*No communication*				
4. Employees	*No communication will be made to this stakeholder until post-launch.*				
5. Investors	Project plan	May 6th, 2020	Presentation	Pink Divas	WebEx
6. New Jersey Government	*No communication will be made to this stakeholder until post-launch.*				
7. Participants' Families	*No communication will be made to this stakeholder until post-launch.*				
8. Pink Divas	Intra-team discussion	1x week	Verbal	Pink Divas	Rutgers campus, WebEx
	Success feedback	May 6th, 2020	Verbal	Client	WebEx
	Grades	1 week after presentation	Email	Client	Email, Blackboard
9. Project Manager	Task progress updates	1x week	Verbal/ written	Pink Divas	WhatsApp, Google Drive, WebEx
10. Teenage Participants	*No communication will be made to this stakeholder until post-launch.*				
11. Volunteers (runners)	*No communication will be made to this stakeholder until post-launch.*				

RISK PLAN

Risk	Probability (1-5)	Impact (1-5)	Severity (P x I)	Action Plan	Contingency Plan
Health risk (COVID-19)	3	5	15	Mitigate by maintaining social distancing guidelines & proper hygiene	Move meetings to a virtual setting
Project team misunderstands requirements	3	4	12	Eliminate by meeting with client often	Communicate with client to clarify on needed requirements
Nonprofit does not get funding	2	5	10	Mitigate by producing the most thorough project plan	Attempt to get funding from another sponsor
Lack of motivation from project team	3	3	9	Mitigate by remembering project mission and objectives	Celebrate milestones to keep team motivated
Important activities missing from scope	2	4	8	Eliminate by reviewing with client & having team members review work	Communicate with client on Phase II for missed activities
No interest from participants/community	1	5	5	Mitigate by doing thorough research on community needs and expanding on outreach	Reach out to community to access participant & community needs
Project not completed on time	1	5	5	Eliminate by setting task deadlines	Communicate with client about risks to deadlines
Lack of benefit to the community	1	5	5	Mitigate by conducting research on community need	Change up mission to include key needs of the community
Not enough volunteers/employees	1	4	4	Mitigate by adverstising to a wide range of volunteers & different media outlets	Launch with a smaller scale of participants. Ensure project team availability to fill gap
Incorporating/Non profit forms get delayed	1	4	4	Eliminate by sending forms early	Contact incoporating officials and lawyer

ISSUE LOG

Issue	How could it have been prevented?	How to address this issue?
Project team members availability often did not match	Schedule meeting dates further in advance	Decided that meeting with five out of six team members present is acceptable
In-person meetings were not possible due to COVID-19 pandemic	*Individual team members could not have prevented this environmental issue*	Adjusted to virtual meetings on WebEx
Experienced WebEx setup issues	Test and get acquainted with the system prior to scheduled meetings	Requested assistance from a more familiar teammate or the meeting organizer to better navigate WebEx
A lot of additional time required outside of scheduled meetings due to the many deliverables of the project	Divide the work several weeks earlier	Divided the deliverables and supported team members as needed
Experienced difficulties using programs to create the WBS	Get better acquainted with programs prior to working on the WBS	Attended the informational session for FreeMind
Experienced difficulties using program to create the schedule	Get better acquainted with programs prior to working on the schedule	Attended the informational session for ProjectLibre

CHANGE REQUEST

Project Name: Girls Run the World

Date Request Submitted: March 12, 2020

Title of Change Request: COVID-19 required students to attend virtual classes

Change Order Number: A200-17

Submitted by: Rutgers University

Change Category: ☑ **Scope** ☑ **Schedule** ☐ **Cost** ☑ **Technology** ☑ **Other** (location)

Description of change requested:

Rutgers University declared on March 12, 2020 that all in-person classes moved to virtual instruction for the remainder of the semester.

Events that made this change necessary or desirable:

The novel corona virus, COVID-19, was infecting large numbers of New Jersey's population and in order to mitigate the spread of the COVID-19 virus, Rutgers University moved to virtual instruction.

Justification for the change/why it is needed/ desired to continue/complete the project:

Attending virtual classes/virtual meetings allowed the Pink Divas to complete the project and continue class learning.

Impact of the proposed change on:

Scope: Scope must be revised to accommodate a virtual environment.

Schedule: Schedule was extended one week; final presentation rescheduled to May 6th,2020.

Cost: None

Staffing: None

Technology: WebEx Setup

Risk: Low. Most team members have experience using video communication tools.

Other: All project communication conducted virtually.

Suggested implementation if the change request is approved: Setup virtual environment like web applications (WebEx), microphones, etc.

Required approvals:

Name/Title	Date	Approve/Reject
Christina Betancourt / Project Manager		
Leon Herszon / Client		

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