

Project Team: Vaibhavi Mukadam, Parina Patel, Navdeep Saini, Aishwarya Sridhar, Chinmayee Thakur

REQUIREMENTS

A - Public

- A.1 Educate and increase awareness by 10% each quarter
- A.2 Provide a minimum of 10 volunteer opportunities in a year
- A.3 Provide a minimum of 200 hours of community service in a year
- A.4 Provide connections to mental health providers within a week of request
- A.5 Schedule all customer appointments using the non-profit website

B - Project Manager

- B.1 Approve 1 launch events for the non-profit organization
- B.2 Team completes all documents for project plan according to the schedule
- B.3 100% team participation in meetings
- B.4 Create 3 marketing strategies for launch

C - Corporate Sponsors

- C.1 Create 3 advertisements for each fundraising events

D - Angel Investors

- D.1 Prepare project plan to present pitch in 40 minutes on April 28th

E Local Therapists in NJ

- E.1 Display contact information for all therapist on the catalog on the non-profit website
- E.2 Connect therapists with patients in need of mental health help with one week of request

F - Local Psychiatrists in NJ

- F.1 Display contact information for all psychiatrists on the catalog on the non-profit website
- F.2 Connect psychiatrists with patients in need of mental health help with one week of request

G - PMDocs Team

- G.1 Attend all weekly project meetings
- G.2 100% participation in team discussion for each project phase
- G.3 100% contribution to the project plan / deliverables

H - **Sponsor**

- H.1 Complete all deliverables
- H.2 Weekly progress reports of 10% improvements on deliverables

I - **Employees**

- I.1 100% support from the organization
- I.2 Receive mandatory benefits
- I.3 Receive compensation that aligns with the top 10% of non-profit organizations

J - **Volunteers**

- J.1 100% support from the organization
- J.2 Provide documentation of volunteer hours served

K - **IT Support**

- K.1 Provide a website template with branded colors/design within two weeks of the contract
- K.2 Provide a timeline for the website launch and schedule touchbase meetings within two weeks of the contract

L - **Competitors**

- L.1 Differentiation from competitors vision and mission

M - **Regulatory agencies**

- M.1 100% compliance to rules and regulations

N - **Professor Herszon**

- N.1 Present deliverables on April 28th in 40 minutes on Webex
- N.2 5 minutes of Q&A after the presentation
- N.3 Email Professor all deliverables and presentation by 5 pm on April 28th

- N.4 Create non-profit aligns with the National Taxonomy of Exempt Entities
- N.5 A project plan that supports the team's effort to look for funding to support the creation
- N.6 Develop project charter according to specification
- N.7 Develop stakeholder analysis according to specification
- N.8 Develop requirements matrix according to specification
- N.9 Develop Scope statement according to specification
- N.10 Develop work breakdown structure according to specification
- N.11 Develop schedule according to specification
- N.12 Develop cost estimate according to specification
- N.13 Develop communication plan according to specification
- N.14 Develop risk matrix according to specification
- N.15 Develop issue log according to specification
- N.16 Develop change request according to specification
- N.17 Develop lesson learned according to specification
- N.18 Provide document of proper reference sources

O - Organization Partnerships

- O.1 Provide all employees with mental health resources and awareness

REQUIREMENTS MATRIX



