



**EVERGREEN
CONSULTING**

FINAL PROJECT STATUS & REVIEW REPORT

JUNE 2024

PMGT5850
CAPSTONE PROJECT

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1. Executive Summary

This final project status report details the strategic marketing campaign developed for the Glebe Youth Service (GYS) to secure long-term funding as well as the strategic shift from the initial project to create an online auction platform.

Key project outcomes include the development and implementation of a campaign to secure \$100 per month from 100 donors, facilitated by Morning Tea events hosted by Glebe Society members. Despite a compressed timeline and revised objectives, the project achieved its goals through effective change management and strategic planning.

The report evaluates the project against its initial objectives and success criteria, assessing schedule adherence, resource allocation, and budget management. It highlights risk identification and mitigation strategies, demonstrating proactive risk management's role in project success. Governance and change control processes were crucial in maintaining project integrity during the transition.

The post-implementation review provides insights into lessons learned and offers recommendations for future projects, emphasising the importance of adaptability, stakeholder engagement, and robust planning.

In summary, the project successfully met its revised objectives, securing sustainable funding for GYS and demonstrating effective project management practices. The appendices provide detailed supporting documents, ensuring comprehensive documentation of the project's journey and outcomes.

2. Introduction

Initially, our project was to create an online auction platform on behalf of Mark from The Glebe Society to support Centipede, an after-school charity organisation in Glebe. Our goal was to raise \$2,000 to fund Centipede's programs. By week 10, we had successfully designed a prototype for the auction platform. However, unforeseen changes in the project's scope arose, prompting a significant pivot to developing a donor engagement strategy for GYS due to changing circumstances and strategic considerations.

Currently, we are working on behalf of The Glebe Society to create a long-term strategic marketing campaign to secure sustainable funding for GYS. The primary campaign goal is to secure \$100 per month from 100 donors. To achieve this, 10 members of The Glebe Society will each host a Morning Tea event, inviting 10 potential donors to contribute regularly.

Throughout the project lifecycle, we encountered significant changes in the project's scope, timeline, and objectives. The initial project scope, which centered on conducting an online

auction, shifted to developing a long-term donation strategy. This pivot was necessary due to the timing conflict with Glebe Public School's silent auction and the need to avoid competition while maximising fundraising potential. The project's timeline was also compressed, giving us only four weeks to complete the new strategic marketing campaign.

Despite this challenge, our prepared change control process facilitated a smooth and successful transition to the new strategy for GYS. This process ensured that we could swiftly adapt to the new objectives and deliver a robust marketing campaign within the shortened time frame.

3. Objectives & Success Measures

3.1 Objectives

Initial Objective	Assessment	Final Assessment
Initiating promotional work for “100 People \$100/ Month” campaign (3 main deliverables of promotional activity and fundraising; details below)	Done	We have received approval from our sponsor for all deliverables (<i>see appendix 1</i>)

3.2 Success Measures

Success Criteria	Assessment	Final Assessment
Donation Strategy Plan Sponsor sign-off	Done	We received approval from our sponsor on 6th June (<i>see appendix 1</i>).
Promotion Content Sponsor sign-off	Done	After providing the second draft, the team received the Sponsor's Sign-Off on 6th June (<i>see appendix 1</i>).
80% satisfaction of branding work	Done	The team received the sponsor sign-off on 6th June. Our sponsor is satisfied with all of our deliverables, and made a few adjustments. This meets the success criteria for 80% (<i>see appendix 1</i>).

4. Gantt Chart: Baseline vs Actuals

This section primarily introduces the creation of a resource-loaded project schedule using Microsoft Project. The schedule provided below clearly illustrates the various tasks within the project, the dependencies between tasks, resource allocation, the duration of each task, and a comparison between the baseline dates and actual dates.

Due to internal and external factors the project's delivery time deviates from the planned timeline. The entire project was completed 4 days behind schedule. However, this does not affect the achievement of the project's objectives, and the project is progressing smoothly overall. In the table below, the red colour in the status section indicates tasks that are delayed compared to the baseline, while the green colour represents tasks that are progressing smoothly (For a detailed Gantt chart, please see Appendix 8). The justification provides the reasons of the delay for each work package.

ID	Task Name	% Complete	Baseline Start	Actual Start	Baseline Finish	Actual Finish	Status	Justification
0	Fundraising for Non Profit Organisation	100%	27-Apr-24	27-Apr-24	4-Jun-24	14-Jun-24		
1	Initial Meeting with Project Sponsor	100%	27-Apr-24	27-Apr-24	27-Apr-24	27-Apr-24		
1.1	Identify project sponsor and key stakeholders	100%	27-Apr-24	27-Apr-24	27-Apr-24	27-Apr-24		
1.2	Clarify project objectives and scope	100%	27-Apr-24	27-Apr-24	27-Apr-24	27-Apr-24		
1.3	Identify project risks and mitigation strategies	100%	27-Apr-24	27-Apr-24	27-Apr-24	27-Apr-24		
1.4	Obtain project sponsor's approval and support	100%	27-Apr-24	27-Apr-24	27-Apr-24	27-Apr-24		
2	Advertisement prototype	100%	2-May-24	2-May-24	21-May-24	6-Jun-24		
2.1	Develop a brochure	100%	2-May-24	2-May-24	15-May-24	5-Jun-24		
2.1.1	Gather relevant information about Glebe Youth Service	100%	2-May-24	2-May-24	3-May-24	3-May-24		
2.1.2	Design layout and content framework of the brochure	100%	3-May-24	3-May-24	4-May-24	4-May-24		
2.1.3	Write brochure content	100%	4-May-24	4-May-24	8-May-24	8-May-24		
2.1.4	Design visual elements of the brochure	100%	8-May-24	8-May-24	9-May-24	9-May-24		
2.1.5	Review and revise brochure content	100%	9-May-24	9-May-24	13-May-24	13-May-24		

2.1.6	Obtain approval for the brochure	100%	13-May-24	13-May-24	15-May-24	5-Jun-24		Due to the continuous lack of approval from the project sponsor, the tasks have been delayed.
2.2	Write text for Glebe Society online bulletin	100%	13-May-24	13-May-24	18-May-24	6-Jun-24		
2.1.1	Introduce the purpose and importance of the fundraising event	100%	13-May-24	13-May-24	14-May-24	14-May-24		
2.1.2	Provide information on how to participate and donate	100%	13-May-24	13-May-24	14-May-24	14-May-24		
2.1.3	Review and revise the bulletin content	100%	14-May-24	14-May-24	16-May-24	16-May-24		
2.1.4	Obtain approval for the bulletin	100%	16-May-24	16-May-24	18-May-24	6-Jun-24		Due to the continuous lack of approval from the project sponsor, the tasks have been delayed.
2.3	Edit Email Content	100%	13-May-24	13-May-24	21-May-24	6-Jun-24		
2.3.1	Introduce Glebe Youth Service	100%	13-May-24	13-May-24	15-May-24	15-May-24		
2.3.2	Explain the importance of regular donations	100%	13-May-24	13-May-24	15-May-24	15-May-24		
2.3.3	Invite recipients to the morning tea event	100%	13-May-24	13-May-24	15-May-24	15-May-24		
2.3.4	Review and revise email content	100%	15-May-24	15-May-24	18-May-24	17-May-24		
2.3.5	Obtain approval for Email content	100%	18-May-24	17-May-24	21-May-24	6-Jun-24		Due to the continuous lack of approval from the project sponsor, the tasks have been delayed.

3	Develop Donation Strategy Plan	100%	18-May-24	17-May-24	27-May-24	6-Jun-24		
3.1	Determine the purpose of the donation strategy plan	100%	18-May-24	17-May-24	20-May-24	20-May-24		
3.2	Set specific objectives for the donation acquisition plan	100%	20-May-24	20-May-24	21-May-24	22-May-24		Due to overly optimistic estimates for the time required to create the Donation Strategy Plan, the actual task was delayed.
3.3	Define expected outcomes and success metrics	100%	21-May-24	22-May-24	22-May-24	24-May-24		
3.4	Identify target audience for donation acquisition efforts	100%	22-May-24	24-May-24	23-May-24	29-May-24		
3.5	Write the Donation Strategy Plan document	100%	23-May-24	29-May-24	24-May-24	3-Jun-24		
3.6	Review and revise the plan based on Sponsor	100%	24-May-24	3-Jun-24	25-May-24	5-Jun-24		
3.7	Obtain approval for the Donation Strategy Plan	100%	25-May-24	5-Jun-24	27-May-24	6-Jun-24		
4	Project Reflection	100%	25-May-24	5-Jun-24	4-Jun-24	8-Jun-24		
4.1	Analyze lessons learned throughout the project	56%	25-May-24	5-Jun-24	29-May-24	5-Jun-24		
4.2	Provide recommendations for improvement and follow-up actions	100%	29-May-24	5-Jun-24	1-Jun-24	6-Jun-24		
4.3	Review and revise the Project Reflection document	100%	1-Jun-24	6-Jun-24	3-Jun-24	7-Jun-24		
4.4	Share the Project Reflection document with project team and sponsor	100%	3-Jun-24	7-Jun-24	4-Jun-24	8-Jun-24		

5. Resourcing & Budget

5.1 Resource Man Hours Overview

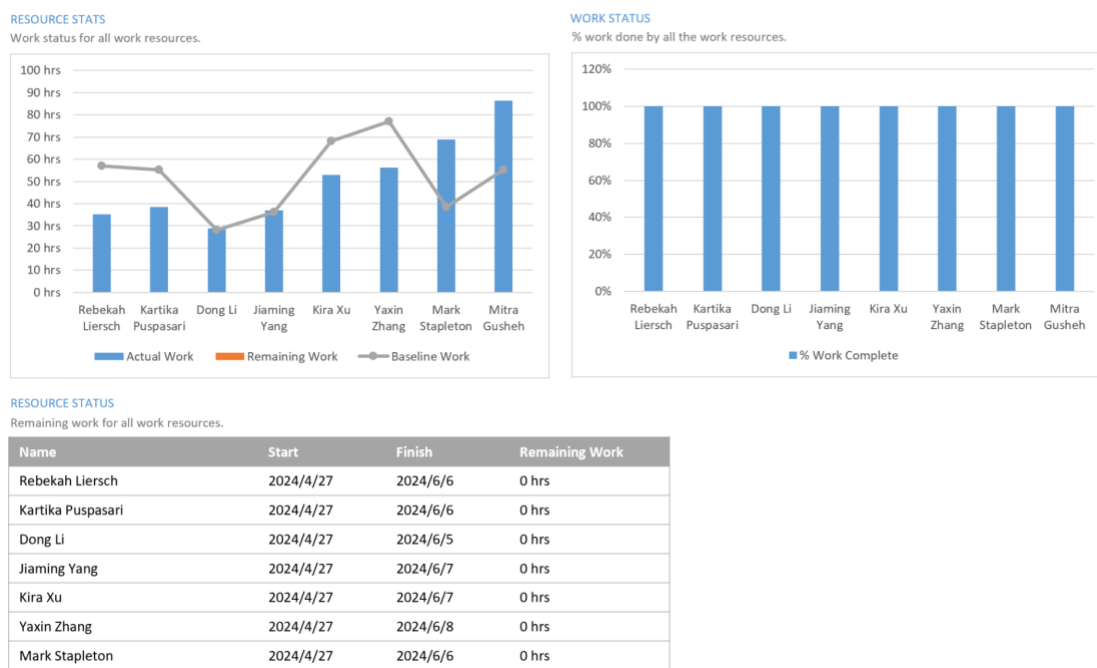


Figure 1 - Resource Chart & Diagram

Due to our overly pessimistic estimates of the workload for some tasks during the project planning phase, the actual work time required turned out to be shorter, leading to some team members working fewer hours than the baseline. Additionally, our optimistic evaluation of sponsor approval tasks during planning resulted in Mitra and Mark needing to spend more time on their work.

Resource Name	Actual Work (hrs)	Baseline Work (hrs)
Rebekah Liersch	35.3 hrs	56.9 hrs
Kartika Puspasari	38.5 hrs	55.3 hrs
Dong Li	36.9 hrs	28.1 hrs
Jiaming Yang	52.9 hrs	36.1 hrs
Kira Xu	52.1 hrs	68.1 hrs
Yaxin Zhang	56.1 hrs	76.9 hrs
Mark Stapleton	68.9 hrs	38.5 hrs
Mitra Gusheh	86.5 hrs	55.3 hrs

Remaining work for all work resources

There's no work remaining for all resources as all the deliverables has been sent and received the sponsor's approval.

Name	Start	Finish
Rebekah Liersch	27-Apr-2024	6-Jun-2024
Kartika Puspasari	27-Apr-2024	6-Jun-2024
Dong Li	27-Apr-2024	5-Jun-2024
Jiaming Yang	27-Apr-2024	7-Jun-2024
Kira Xu	27-Apr-2024	7-Jun-2024
Yaxin Zhang	27-Apr-2024	8-Jun-2024
Mark Stapleton	27-Apr-2024	6-Jun-2024
Mitra Gusheh	27-Apr-2024	8-Jun-2024

5.2 Final Assessment of Resource Utilization

All resources completed deliverables in an expedited timeline which varies significantly from the projected baseline planned work hours. The "Resource Status" data indicates substantial deviations in actual work hours compared to the baseline, with most team members completing work in a faster timeframe than their projected hours. Outliers to this trend include Mark Stapleton and Mitra Gusheh whose increased hours reflect the elapsed time between receiving and approving project deliverables.

5.3 Resource Budget Overview



Figure 2 - Resource Cost Chart & Diagram

Cost Status

The project was initially managed based on man-hours only, without accounting for actual costs. However, for budget reporting purposes, a nominal rate of \$30.00/hour was assumed for each resource and adjusted for reality. The total cost for all work resources amounts to \$16,123.50.

Cost Details

Based on the resource loading and actual man-hours spent on the project, the following comparison table has been prepared in terms of man-hours and costs:

Resource Name	Cost	Baseline Cost	Variance	Actual Cost	Remaining
Rebekah Liersch	\$1,659.00	\$1,707.00	(\$48.00)	\$939.00	\$720.00
Kartika Puspasari	\$1,755.00	\$1,659.00	\$96.00	\$1,035.00	\$720.00
Dong Li	\$987.00	\$843.00	\$144.00	\$924.00	\$63.00
Jiaming Yang	\$1,227.00	\$1,083.00	\$144.00	\$924.00	\$303.00
Kira Xu	\$2,187.00	\$2,043.00	\$144.00	\$1,227.00	\$960.00
Yaxin Zhang	\$2,283.00	\$2,307.00	(\$24.00)	\$1,323.00	\$960.00
Mark Stapleton	\$2,551.50	\$1,347.50	\$1,204.00	\$2,478.00	\$73.50
Mitra Gusheh	\$3,167.50	\$1,935.50	\$1,232.00	\$2,814.00	\$353.50

5.4 Final Assessment of Budget Adherence

To meet project deadlines, the team had to work extra hours and conduct additional research, however, the strategic pivot to the long term donation strategy significantly lowered the baseline predicted work hours and corresponding resource costs.

The "Cost Details" table reveals cost variances aligned with the deviations in work hours. For example, Rebekah Liersch and Yaxin Zhang, incurred lower actual costs than baseline projections. While the project management phase remained within budget, two work resources, Mark and Mitra, slightly exceeded their baseline cost as a result of the longer-than-expected time both contributed to approving the project deliverables.

Overall, the efficient allocation and utilization of resources ensuring project deliverables were met within the revised timeline, albeit with some cost variances.

6. Risks & Issues

To avoid or mitigate the impact of the remaining risks and issues on the project and ensure the smooth progress of the rest of the project, we have comprehensively identified unknown risks and **known issues** and formulated risk register and **issue register** respectively. Assess the impact of risks and issues on the project and formulate a targeted response plan.

The likelihood of a risk is scored based on the likelihood of the risk occurring and the impact of a risk is scored based on the amount of money lost. The scoring is based on the following table:

Likelihood (Probability of risk occurrence)	Impact (Amount of money lost)	Score
0%<Likelihood≤20%	\$0<Impact≤\$400	Very Low 1
20%<Likelihood≤40%	\$400<Impact≤\$800	Low 2
40%<Likelihood≤60%	\$800<Impact≤\$1200	Medium 3
60%<Likelihood≤80%	\$1200<Impact≤\$1600	High 4
80%<Likelihood≤100%	\$1600<Impact≤\$2000	Very High 5

The calculation of risk levels is based on the seventh edition of PMBOK.

Impact						
Likelihood		Very Low 1	Low 2	Medium 3	High 4	Very High 5
	Very High 5	5	10	15	20	25
	High 4	4	8	12	16	20
	Medium 3	3	6	9	12	15
	Low 2	2	4	6	8	10
	Very Low 1	1	2	3	4	5

6.1 Risk Assessment & Mitigation

We use the qualitative analysis method to develop the following risk matrix, rate each risk, and compare the risk mitigation plan before and after the reduction of risk ratings.

Risk ID	Risk Description	Likelihood	Impact	Risk Rating	Risk Response	Risk Mitigation Plan	Likelihood	Impact	Risk Rating
R001	Poor publicity resulted in low exposure for the event.	3	5	15	Mitigate	In addition to offline flyer distribution, we will initiate online promotion by utilising platforms such as Facebook, Instagram, etc., for exposure.	2	4	8
R002	Door-to-door promotion was rejected	4	4	16	Accept	If door-to-door promotion is still strongly rejected during off-peak hours, we can only accept the risk and avoid causing complaints.	2	3	6
R003	Failed to invite 10 people to the morning tea.	3	5	15	Mitigate	Collect feedback, improve communication strategies, adjust the target audience, and try again with a new invitation.	2	2	4
R004	The amount and frequency of donations did not meet expectations(\$100/month/pp).	4	4	16	Mitigate	Try to lower expectations or accept donations in forms other than money, such as food or equipment.	1	2	2
R005	The risk of not obtaining approval for the deliverables.	3	5	15	Mitigate	Actively communicate with the sponsor to understand the reasons for the failure to obtain approval, solve the problem in time to obtain approval, and do a post implementation review to avoid the recurrence of the same problem.	1	2	2

6.2 Risk Monitoring & Control

We regularly held meetings to monitor changes in risks. By paying attention to the thresholds and triggers of each risk, we were able to decide whether to close the risk or add new risks based on project changes. In addition, we have developed a control plan to prevent the occurrence of risks.

Risk ID	Risk Description	Monitoring frequency	Threshold	Trigger	Control Plan
R001	Poor publicity resulted in low exposure for the event.	Weekly	The proportion of Glebe society residents who are not know the activity is more than : 40%	If the proportion of Glebe society residents who are know the activity is less than :30%. In response, the daily distribution of flyers will be increased from 50 per day to 100 per week.	Online and offline publicity will be carried out at the same time to fully cover Glebe society and increase exposure
R002	Door-to-door promotion was rejected	Daily	The same family door-to-door promotion is rejected more than: 2 times	If door-to-door promotion is still rejected during off-peak hours, we can only stop promotion	Choose appropriate time slots, such as weekends or after work hours on weekdays, to conduct door-to-door promotion.
R003	Failed to invite 10 people to the morning tea.	Weekly	The number of people invited is less than: 10 people	If the number of people invited is less than 10people. In response, we adjust the target audience, and try again with a new invitation	Create a donation strategy to analyze the target audience, communication plan thoroughly to avoid failure.
R004	The amount and frequency of donations did not meet expectations (\$100/month/pp)	Weekly	The proportion not meeting the donation expectation is greater than: 50%	The proportion of people whose donation amount and frequency do not meet expectations is greater than: 50%. In response, we try to lower expectations or accept donations in forms other than money, such as food or equipment.	Target rich people passionate about charity, awarding donors medals to motivate their participation in donations.
R005	The risk of not obtaining approval for the deliverables.	Daily	Proposals rejected more than: 2 times	The proposals are rejected more than: 2 times. In response, do a post implementation review to avoid the recurrence of the same problem.	Manage the expectations of sponsors and keep close communication with them to get timely feedback and adjust as soon as possible.

6.3 Issues Register

As highlighted in the Gann chart, there are three schedule issues that have occurred.

Issue ID	Issue Description	Issue Type	Issue Mitigation Plan	Person Responsible	Follow-up Records
IS001	The planned finish time of approval of the brochure is 15 May, but the actual finish time is 5 June. There is a delay issue.	Schedule issue	Send a follow up email to Mitra to ask about the reasons for the non-approval, make timely adjustments, and remind her to sign for approval again.	Tika & Rebekah	Tika has sent a follow up email to Mitra for feedback on 10 May
IS002	The planned finish time of approval of the bulletin is 18 May, but the actual finish time is 8 June. There is a delay issue.	Schedule issue	Send a follow up email to Mitra to ask about the reasons for the non-approval, make timely adjustments, and remind her to sign for approval again.	Tika & Rebekah	Rebekah has sent a follow up email to Mitra for feedback on 17 May
IS003	The planned finish time of approval of email content is 21 May, but the actual finish time is 6 June. There is a delay issue.	Schedule issue	Send a follow up email to Mitra to ask about the reasons for the non-approval, make timely adjustments, and remind her to sign for approval again.	Tika & Rebekah	Rebekah has sent a follow up email to Mitra for feedback on 4 June and get approval on 6 June

7. Governance & Change Control

In the strategic marketing campaign project for the Glebe Youth Service, effective governance and change control processes were crucial for ensuring project success. The established governance structure and change control process are both as follows.

7.1 Governance Structure

Below is our project's governance structure, complete with the scope of responsibility.

Role	Responsibility
Project Sponsors: - Mark Stapleton (The Glebe Society) - Mitra Gusheh (Glebe Youth Service)	- Provide project oversight and approval - Support key stakeholder groups - Participate in the project steering committee
Project Steering Committee: - Representatives from The Glebe Society, GYS, and key stakeholder groups	- Provide strategic guidance and decision-making support - Review and approve major changes
Project Manager	- Lead the project team - Work closely with project sponsors and steering committee - Manage the project and handle change requests - Approve minor changes
Project Team Members	- Execute project tasks and deliverables - Participate in change control process - Report progress, issues, and risks to the project manager

7.2 Change Control Process

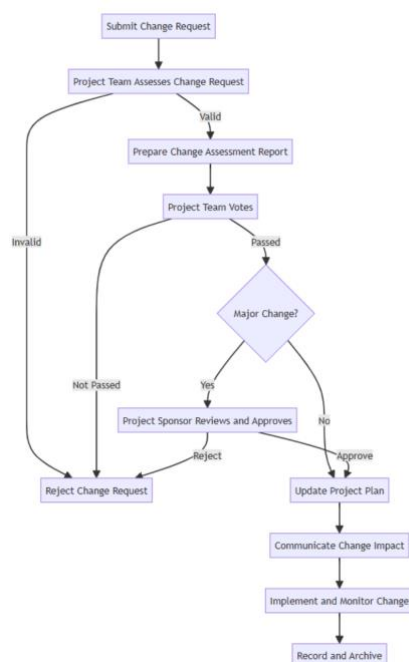


Figure 3 - Change Control Process Flow

Step	Action	Description
1	Submit change request	Requestor submits a change request using the simplified change request form
2	Project team assesses change request	Project team reviews the change request and assesses its validity, impact, and feasibility
3	Prepare change assessment report	If the change request is deemed valid, the project team prepares a change assessment report detailing the potential impact on project objectives, timelines, and resources
4	Project team votes	Project team votes to recommend whether to approve or reject the change request based on the assessment report
5	Determine if it's a major change	Project manager determines if the change is considered major based on established criteria and thresholds
6	Project sponsors review and approve (if major change)	If the change is major, project sponsors review the change request and assessment report, then decide whether to approve or reject the change
7	Update project plan	If the change is approved, the project manager updates the project plan to incorporate the approved changes
8	Communicate change impact	Project manager communicates the approved change and its impact to all relevant stakeholders
9	Implement and monitor change	Project team implements the approved change and monitors its progress and impact on the project
10	Record and archive	Project manager records the change request, assessment report, and related documents in the change log or register for future reference and archival purposes

7.3 Communication and Stakeholder Engagement

Stakeholder	Communication Frequency	Communication Channels	Communication Content
Project Sponsors: - Mark Stapleton (The Glebe Society) - Mitra Gusheh (Glebe Youth Service)	Weekly	- Email updates - Weekly status meetings	- Project progress and milestones - Resource utilization - Risk and issue escalation - Change request recommendations

7.4 Continuous Improvement

Aspect	Description	Frequency
Lessons Learned Sessions	Conduct sessions to identify successes, challenges, and areas for improvement in the project's governance and change control processes	Once at project closure
Retrospectives	Hold team meetings to reflect on the project's progress, discuss what worked well, and identify opportunities for enhancing processes and collaboration	Once at project closure
Metrics and KPIs	Define and track key performance indicators (KPIs) to measure the effectiveness and efficiency of governance and change control processes, such as: <ul style="list-style-type: none"> - Change request processing time - Percentage of approved changes - Stakeholder satisfaction with communication and engagement 	In Project Planning Phase and continuous effort during project execution
Process Optimization	Analyze metrics, feedback, and lessons learned to identify and implement process improvements, such as: <ul style="list-style-type: none"> - Streamlining change request forms - Enhancing communication templates - Refining risk assessment criteria 	Ongoing
Transparency and Collaboration	Foster a culture of transparency and collaboration by: <ul style="list-style-type: none"> - Encouraging open communication and feedback - Promoting cross-functional teamwork - Recognizing and rewarding proactive problem solving and innovation 	Ongoing
Adaptability and Resilience	Cultivate adaptability and resilience within the project team by: <ul style="list-style-type: none"> - Providing training and resources on change management - Encouraging a growth mindset and continuous learning - Celebrating successes and learning from challenges 	Ongoing

By implementing this optimized governance and change control framework, the project team can effectively manage the strategic marketing campaign project for GYS, adapt to changes, and ensure successful delivery of project objectives.

8. Post-Implementation Review (PIR): Lessons Learned

8.1 Purpose of PIR

The Post-Implementation Review (PIR) is a vital step in our project lifecycle, conducted after we wrap up our project. This review is not just a formal closure but a chance to reflect on our journey, celebrate our successes, and learn from our challenges. Here's why this process is crucial and how it connects with our recent project experiences.

The PIR is important for us to:

1. Assess Our Project Performance
2. Identify Successes and Failures
3. Capture Lessons Learned
4. Evaluate Team Performance
5. Measure Stakeholder Satisfaction
6. Improve Future Projects
7. Verify Project Closure
8. Facilitating Knowledge Transfer

The PIR is more than just a review—it's a chance for us to grow and improve continuously. By thoroughly analyzing our project outcomes, team performance, and stakeholder satisfaction, we can ensure our next projects are even more successful. Reflecting on our recent experiences, like the importance of proactive communication and timely risk assessment, provides valuable insights for future projects. This process helps us enhance our project management practices and achieve better results.

8.2 Key Lessons Learned

Category	Issue Name	Problem/Success	Impact	Recommendation
Initiation	Stakeholder Engagement Plan	Problem: Lack of comprehensive stakeholder engagement	Misalignment of stakeholder expectations leading to project delays and dissatisfaction	Develop a detailed stakeholder engagement plan to ensure regular and clear communication
	Assumptions About Stakeholders	Problem: Assuming stakeholder alignment	Misunderstandings and unmet expectations causing project risks	Regularly verify and validate stakeholder understanding and expectations
	Research and Communication	Success: Standardised meeting minutes	Improved project progress and clarity	Continue documenting meetings and actively communicate with stakeholders to understand project scope
Planning	Risk Assessment	Problem: Ignoring potential risks	Project deviations and increased risks	Regularly update risk register and conduct thorough risk assessments
	Sponsor Constraints	Problem: Lack of detailing sponsor constraints	Inaccurate project scope and unmet sponsor requirements	Detail sponsor constraints in the risk assessment and maintain continuous feedback loops
	Project Plan Updates	Problem: Failing to promptly revise project plan	Project deviating from original goals	Refine and update the project plan promptly and communicate changes with stakeholders
Execution	Communication with Sponsors	Problem: Depending solely on emails	Delayed project responses and unresolved issues	Use multiple communication channels and document all attempts to contact sponsors
	Addressing Unresponsive Sponsors	Problem: Unresponsive sponsors	Project delays and lack of progress	Escalate issues through formal channels and document communication efforts

	Online Meetings	Success: Effective online meetings for issue resolution	Maintained project momentum and real-time problem solving	Continue using online meetings for efficient communication and issue resolution
Monitoring	Status Updates	Problem: Ignoring small issues	Small issues escalating into significant problems	Implement regular status updates and promptly address small issues
	Sponsor Check-ins	Success: Regular sponsor check-ins	Ensured alignment and kept sponsors informed of progress and issues	Maintain scheduled sponsor check-ins to ensure continuous alignment and information sharing
Closure	Final Product Report	Problem: Incomplete final product reports	Unresolved project issues and lack of comprehensive closure	Complete final product reports and engage in in-depth discussions with stakeholders about project outcomes and issues
	Document Archiving	Success: Continuous archiving of documents	Ensured thorough reflection and compilation of lessons learned	Continuously archive documents and reflect on all project stages
Team Communication	Clear Communication Protocols	Problem: Lack of clear communication protocols	Miscommunications and inefficiencies	Establish clear communication protocols including preferred tools and response times
	Weekly Team Meetings	Success: Clear and complete meeting minutes	Enhanced clarity and project progress	Continue holding team meetings before each milestone and maintaining comprehensive meeting minutes
	Regular Individual Reflections	Problem: Internalizing reflections without sharing	Missed opportunities for team learning and improvement	Establish a system for regularly sharing individual reflections with the team
Team Collaboration	Timely Stakeholder Communication	Problem: Fragmentation and lack of coordination	Misalignment and inefficiencies	Ensure timely communication with other sections to maintain consistency

9. Conclusion

The strategic marketing campaign for the Glebe Youth Service (GYS) has been successfully developed and implemented, achieving its primary goal of securing sustainable long-term funding. The campaign aims to generate \$100 per month from 100 donors, facilitated by Morning Tea events hosted by Glebe Society members. This initiative effectively addressed the financial challenges faced by GYS due to reduced government funding.

Key project outcomes include the creation of a comprehensive donation strategy, development of promotional content, and execution of targeted community engagement activities. These efforts have been positively received, meeting the success criteria and securing necessary sponsor approvals.

Despite a compressed timeline and significant scope changes, the project was completed effectively through robust planning, proactive risk management, and efficient resource utilization. The governance and change control processes ensured project integrity and adaptability, contributing to the project's overall success.

In conclusion, the project met its revised objectives and provided GYS with a sustainable funding solution. The lessons learned and recommendations documented in this report offer valuable insights for future initiatives, highlighting the importance of flexibility, stakeholder engagement, and thorough planning in achieving project success.

10. Appendices

Appendix item 1: Sponsor sign-off

Re: Capstone Project - Thank You for Yesterday's Meeting and Next Action Plan



✉ Mitra Gusheh <mitra.gusheh@gle...>

Thursday, 06 June 2024 at 01:50

To: ✉ Rebekah Liersch; Amy O'Neill; +6 more ✓

Hi team,

I am half way through reading the document and am very appreciative of the work you have put into it for us. I am sure it will be a rich resource that can inform the work going forward. In particular, I think the links through to examples will be really useful to us.

Thanks again for your effort - Mitra

Appendix item 2: Change Request Form (simplified version)

Item	Content
Date	
Requestor	
Change Description	
Reason for Change	
Impact Assessment	<ul style="list-style-type: none"> - Scope: - Schedule: - Cost: - Quality: - Resources:
Recommendation	

Appendix item 3: Change Log/Register Template

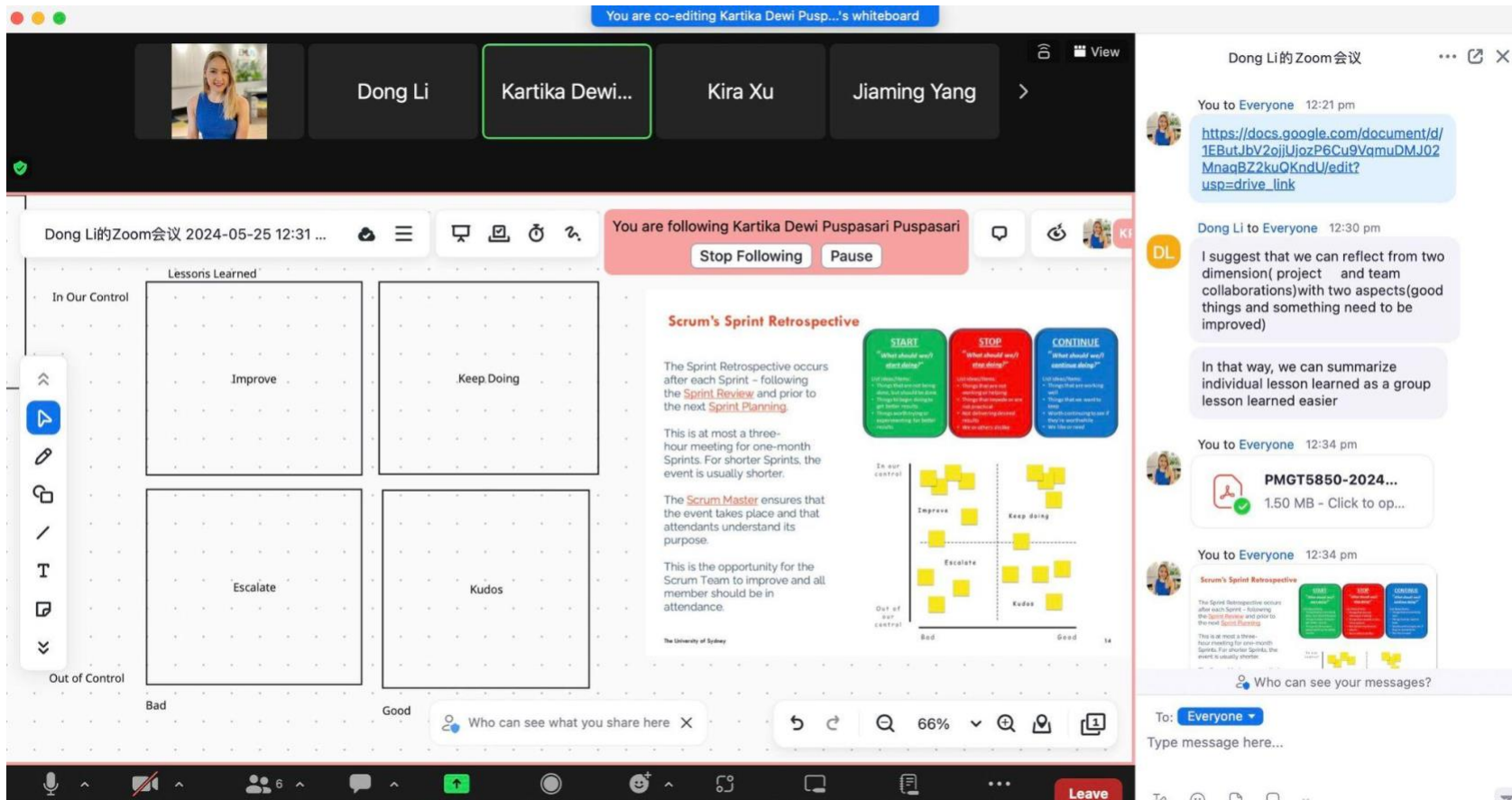
Change ID	Date	Requestor	Description	Impact	Status	Approval Date

Appendix item 4: Communication Plan Template

Stakeholder	Frequency	Channel	Content
Project Sponsors	Weekly	Email, meetings	Progress, resources, risks, changes
Project Steering Committee	Biweekly	Email, meetings	Progress, decisions, changes
Project Team	Daily	Stand-ups, collaboration tools	Tasks, issues, progress

Appendix item 5: Evergreen Team Retrospective Zoom Meeting

- Schedule a 60-minute Zoom meeting at project closure
- Invite all project team members
- Prepare an agenda covering what went well, challenges faced, and improvement ideas
- Encourage open discussion and document action items



The screenshot shows a Zoom meeting in progress. The top bar indicates the meeting is titled 'Dong Li's Zoom会议 2024-05-25 12:31 ...'. The participants list at the top includes Dong Li, Kartika Dewi..., Kira Xu, and Jianning Yang. The main content area displays a 'Lessons Learned' grid with four quadrants: 'Improve', 'Keep Doing', 'Escalate', and 'Kudos'. A 'Scrum's Sprint Retrospective' slide is also visible, explaining the purpose and structure of the event. The Zoom chat on the right shows messages from participants, including a link to a Google document and a suggestion to reflect on project and team collaborations. The Zoom toolbar at the bottom shows various controls like mute, video, and chat.

Appendix item 6: Project Retrospective Thoughts Table

This Project Retrospective Thoughts Table records thoughts on subcategories within the broader categories of “Project” and “Team”. These subcategories are:

- Initiation
- Planning
- Execution
- Monitor
- Closure
- Team communication
- Team collaboration
- Team Workload
- Conflict Management

Thoughts are organised into things we should start doing, stop doing and continue doing. Here are the prompts for those sections below:

START "What should we/I start doing?" List ideas/Items: <ul style="list-style-type: none"> • Things that are not being done, but should be done • Things to begin doing to get better results • Things worth trying or experimenting for better results 	STOP "What should we/I stop doing?" List ideas/Items: <ul style="list-style-type: none"> • Things that are not working or helping • Things that impede or are not practical • Not delivering desired results • We or others dislike 	CONTINUE "What should we/I continue doing?" List ideas/Items: <ul style="list-style-type: none"> • Things that are working well • Things that we want to keep • Worth continuing to see if they're worthwhile • We like or need
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Category	Sub-category	Start: What should we start doing	Stop: What we should stop doing	Continue: What's need to be continue
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Project	Initiation	<p>Bek: Develop a comprehensive stakeholder engagement plan at the beginning. This plan should detail how and when stakeholders will be communicated with.</p> <p>Kira:</p> <ol style="list-style-type: none"> 1. Basic research and contact sponsor 2. Weekly meetings went very smoothly 3. Standardized meeting minutes helped project progress <p>Lisa: Actively communicate with sponsors to understand the general scope and objectives of the project. Get basic information about the project through multiple channels.</p> <p>Tika:</p> <p>Jiaming:</p> <p>Document questions and important details in meetings.</p> <p>Yaxin: Gathering the needs of stakeholders; Preparing the Project Charter</p>	<p>Bek: Assuming stakeholder alignment: Don't assume that all stakeholders are on the same page without confirmation. Regularly verify and validate their understanding and expectations.</p> <p>Kira: Lack of clarity on the project timeline</p> <p>Lisa: Not proactively communicating with the sponsor can lead to risks such as information discrepancies, project delays, and stakeholder dissatisfaction.</p> <p>Tika:</p> <p>Jiaming:</p> <p>Not preparing in advance for sponsor meetings.</p> <p>Yaxin: Start a project without gathering stakeholder requirements</p>	<p>Bek: Keep conducting comprehensive research to understand the project's context, requirements, and constraints thoroughly. This helps in aligning the project goals with the actual needs.</p> <p>Kira: Efficiently allocate tasks and clear goals</p> <p>Lisa: Maintain close communication with the sponsor, actively respond to their requests, and deliver high-quality outputs. Ensure everything is aligned with the sponsor before the project enters the planning phase.</p> <p>Tika:</p> <p>Jiaming:</p> <p>Preparing detailed questions for meetings.</p> <p>Yaxin: Continue to gain insight into the project; Start drafting project charter</p>
	Planning	<p>Bek: Thoroughly detail sponsor constraints in risk assessment and mitigation planning</p> <p>Kira:</p> <ol style="list-style-type: none"> 1. Actively meet with sponsors and understand needs 2. Improve and provide feedback on the project charter <p>Lisa: Confirm with the sponsor the three most important elements of the project: time, budget and scope. After completing the first draft of the project plan, double check with the sponsor to ensure that everything is on the same page.</p> <p>Tika: Having the scope creep risk mitigation</p> <p>Jiaming:</p>	<p>Bek: Regularly reflect on and update risk register as the project scope changes and evolves</p> <p>Kira: Ignoring potential risks</p> <p>Lisa: Failing to promptly revise the project plan after receiving sponsor feedback can result in the project deviating from the original plan.</p> <p>Tika:</p> <p>Jiaming:</p> <p>Working in silos without team communication.</p>	<p>Bek: CRegular feedback loops: Maintain continuous improvement cycles by regularly seeking feedback on project plans and adjusting as necessary.</p> <p>Kira: Continue to cooperate efficiently and polish and modify project documents in a timely manner</p> <p>Lisa: Refine and update the project plan promptly, keep the project goals in mind, rigorously identify potential risks and issues, and develop mitigation strategies to ensure all factors are considered before the project enters the execution phase.</p>

	<p>Creating a Gantt chart requires actively getting feedback from the sponsor.</p> <p>Yaxin: Determine project scope, time, resources, etc.</p>	<p>Yaxin: No bottom line to meet the needs of stakeholders; Do not plan to use resources</p>	<p>Tika: Brainstorming and allocating the work, stay with the deadline</p> <p>Jiaming: Reasonable estimation of workload and prioritization of tasks.</p> <p>Yaxin: Integrated planning of available resources</p>
Execution	<p>Bek: Addressing unresponsive sponsors: If the sponsor is unresponsive, escalate the issue through formal channels such as emails, scheduled meetings, or involving higher management. Document all attempts to contact and communicate with the sponsor to demonstrate due diligence.</p> <p>Kira:</p> <ol style="list-style-type: none"> 1. Initiate the change process and revisit tasks 2. Conduct meetings with new sponsors to clarify requirements <p>Lisa: Actively communicate with stakeholders according to the stakeholder matrix. Share and improve deliverables with the sponsor proactively.</p> <p>Tika:</p> <p>Jiaming: Actively communicate with sponsor using a variety of communication styles.</p> <p>Yaxin:</p>	<p>Bek: Depending solely on email communication for critical project updates; instead, use multiple communication channels</p> <p>Kira: Passively waiting for emails from sponsors without actively taking action to avoid project delays</p> <p>Lisa: Ignoring risks and issues in the project leads to latent hazards.</p> <p>Tika: Making assumption based on the information received without confirming to the other party</p> <p>Jiaming: Relying solely on emails for sponsor communication.</p> <p>Yaxin:</p>	<p>Bek: Online meetings for issue resolution: Continue using online meetings effectively for real-time problem-solving and maintaining project momentum.</p> <p>Kira:</p> <ol style="list-style-type: none"> 1. Actively respond to and resolve risks and new workloads brought about by project changes 2. Use online meetings to improve communication and resolve project issues 3. Organize and provide feedback to improve work <p>Lisa: Strictly follow the project plan during implementation. Communicate immediately with the sponsor if there are any changes, actively respond to these changes, and strive to deliver on time and with high quality.</p> <p>Tika: Doing proper stakeholder engagement by keeping in touch with the sponsor</p> <p>Jiaming: Close collaboration and team building activities with new sponsors.</p> <p>Yaxin:</p>
Monitor			

		<p>Bek: Frequent status updates: Implement regular, possibly weekly, status updates to track progress against the project plan and adjust quickly as needed.</p> <p>Kira: Timely check the changes caused by project changes (including deliverables and timeline)</p> <p>Lisa: Monitor variance between actual and planned outcomes, proactively respond to changes, and make swift adjustments.</p> <p>Tika:</p> <p>Jiaming: Closely follow up on project progress and make timely adjustments.</p> <p>Yaxin:</p>	<p>Bek: Ignoring small issues: Small issues can become significant problems if not addressed promptly.</p> <p>Kira: No strong sense of urgency for the challenge of completing the project within three weeks, delaying follow-up with sponsors on the sign-off process</p> <p>Lisa: Neglecting continuous updates and assessments of risks results in lagging risk management, impacting project progress.</p> <p>Tika:</p> <p>Jiaming: Ignoring deviations of actual project progress from the plan.</p> <p>Yaxin:</p>	<p>Bek: Regular sponsor check-ins: Keep issuing scheduled check-ins with the project sponsor (as we did) to ensure alignment and keep them informed of progress and issues.</p> <p>Kira:</p> <ol style="list-style-type: none"> 1. Schedule meetings with the sponsor 2. Continuously check the actual progress of the project against the baseline and minimize project delays <p>Lisa: Continuously identify, assess, and manage potential risks, develop and implement contingency plans.</p> <p>Tika: Proactively reaching out to the sponsor</p> <p>Jiaming: Continuously monitor program health and respond flexibly to changes.</p> <p>Yaxin:</p>
	Closure	<p>Bek:</p> <p>Kira:</p> <p>Lisa: Complete the final product report and engage in in-depth discussions with stakeholders about the project outcomes and unresolved issues.</p> <p>Tika:</p> <p>Jiaming:</p> <p>Yaxin:</p>	<p>Bek:</p> <p>Kira:</p> <p>Lisa: Introducing new tasks and expanding the project scope wastes resources.</p> <p>Tika:</p> <p>Jiaming:</p> <p>Yaxin:</p>	<p>Bek:</p> <p>Kira:</p> <p>Lisa: Continuously archive documents, thoroughly reflect on all five stages of the project, and compile lessons learned.</p> <p>Tika:</p> <p>Jiaming:</p> <p>Yaxin:</p>
Team	Team communication	<p>Bek: Clear communication protocols: Establish and adhere to clear communication protocols that define how information is shared, including preferred tools and response times.</p> <p>Kira:</p>	<p>Bek: Stop internalising individual reflections and instead establish regularly system to formally share weekly individual reflections with the team.</p>	<p>Bek: Continue holding at least two team meetings before each milestone and maintain clear, comprehensive meeting minutes.</p> <p>Kira: Visualize all meeting content and communication results in the meeting minutes and</p>

	<p>1. Very complete and clear meeting minutes every week</p> <p>2. Hold at least two team meetings before each milestone</p> <p>Lisa: Establish communication mechanisms, such as communication frequency and methods.</p> <p>Tika: More responsive with the group chat discussion, responding to the issue actively</p> <p>Jiaming: Communicate with other section heads in a timely manner to ensure consistency of work.</p> <p>Yaxin:</p>	<p>Kira: Language barriers may lead to potential miscommunication</p> <p>Lisa: Refusing to communicate or responding unenthusiastically leads to inefficient discussions.</p> <p>Tika:</p> <p>Jiaming: Fragmentation and lack of coordination.</p> <p>Yaxin:</p>	<p>work documents "comments" section for easy reference</p> <p>Lisa: Maintain a harmonious communication atmosphere with regular communication frequency and high-quality discussions and feedback.</p> <p>Tika: Having meeting minutes to record all of the actions and decision taken as a team</p> <p>Jiaming: Regular online communication and recording of key information.</p> <p>Yaxin:</p>
Team collaboration	<p>Bek: Inclusive idea sharing: Create a safe environment where all team members feel encouraged to share their ideas and feedback.</p> <p>Kira:</p> <p>1. Take on challenging tasks collaboratively</p> <p>2. Conduct peer reviews and provide assistance during initial draft discussions</p> <p>Lisa: Use team-building activities to understand team members' work habits, preferences, and interests, and maintain a unified morale.</p> <p>Tika:</p> <p>Jiaming: Conducting fellowship-building activities to enhance bonding and build tacit understanding.</p> <p>Yaxin:</p>	<p>Bek: Working in isolation without leveraging the diverse skills and perspectives of the team</p> <p>Kira: Inconsistent understanding of tasks leading to some work results not being recognized by team members</p> <p>Lisa: Shirking responsibility, delaying completion, and delivering poor quality.</p> <p>Tika: Working individually without confirming about the vision of the work</p> <p>Jiaming: Neglecting to develop the soft power of the team.</p> <p>Yaxin:</p>	<p>Bek: Continue collaborative problem-solving and support among team members</p> <p>Kira: Clearly define task requirements during the assignment phase to ensure consistent understanding and reduce rework</p> <p>Lisa: Maintain communication and promptly address differences of opinion, working together to find solutions and uphold high-quality collaboration.</p> <p>Tika:</p> <p>Jiaming: Utilizing collective wisdom and helping each other out.</p> <p>Yaxin:</p>
Team Workload	<p>Bek: Workload balance reviews: Regularly assess and adjust workloads to ensure no one is overwhelmed and that tasks are distributed fairly.</p> <p>Kira:</p>	<p>Bek: Ignoring workload imbalances: Address workload imbalances promptly to maintain team morale and productivity.</p>	<p>Bek: Continue prioritisation of tasks: Keep prioritising tasks effectively to meet deadlines and manage the workload efficiently.</p> <p>Kira:</p>

	<p>1. Timely distribution of tasks as they arise 2. Team members proactively take on tasks Lisa:Assign tasks according to each person's strengths and limit the time and quality of completion. Tika: Jiaming: Balanced distribution of tasks to avoid overloading individual members. Yaxin:</p>	<p>Kira:Uneven distribution of tasks, with some members taking on heavier workloads Lisa:The work overload of some members is ignored, and the workload distribution is unreasonable and unequal. Tika: Jiaming: Uneven distribution of tasks, resulting in delays in progress. Yaxin:</p>	<p>1. Maintain the proactive task-taking enthusiasm of team members 2. Balance workloads when necessary (redistribute tasks) 3. Collaborate more to complete tasks Lisa:Continue to optimise work allocation processes, adopt priority management, and prioritise urgent and important work within limited time. Tika: Jiaming: Continuously optimise task allocation to improve team efficiency. Yaxin:</p>
Conflict Management	<p>Bek: Conflict resolution training: Provide training or workshops on conflict resolution to equip the team with the skills to handle disputes constructively. Kira: 1. Address issues professionally without personal emotions 2. Regularly organize team activities (e.g., hotpot) and take group photos in green clothing to enhance team cohesion Lisa:Establish communication mechanisms and conflict resolution mechanisms, and try to solve conflicts reasonably at the beginning. Tika: Do more team engagement outside of doing the actual work Jiaming: Timely resolution of differences and mutual respect on a case-by-case basis. Yaxin:</p>	<p>Bek: Avoiding conflicts: Address conflicts directly and constructively rather than avoiding them. Kira:Reducing communication to avoid conflict, leading to team members feeling marginalized Lisa:Refuse to communicate, aggravate conflicts, and affect the project schedule due to team problems. Tika: Stay silent and not addressing the issue Jiaming: Allowing conflicts to escalate affects the team atmosphere. Yaxin:</p>	<p>Bek: Continue to maintain open lines of communication to resolve conflicts quickly and amicably. Kira:Maintain team relationships as much as possible while completing work tasks Lisa:Maintain good communication and continue to implement internal feedback mechanisms and conflict handling mechanisms. Tika: Open communication and be clear about the problem and focusing on finding the solution Jiaming: Resolve conflicts and maintain team harmony through effective communication. Yaxin:</p>

Appendix item 7: Governance and Change Control KPIs and Metrics

- Average change request processing time (days)
- Percentage of change requests approved
- Number of changes implemented on time and within budget
- Stakeholder satisfaction rating for communication and engagement (1-5 scale)
- Percentage of team members trained in change management best practices
- Number of process improvements identified and implemented

Appendix item 8: Gantt Chart

ID	Task Mode	Task Name	% Complete	Duration	Baseline Start	Start	Baseline Finish	Finish	Predecessors	2024 May	2024 June	2024 July
1	✓	Fundraising for Non Profit Organisation	100%	36.31 days	2024/4/27	2024/4/27	2024/6/4	2024/6/8				
2	✓	Initial Meeting with Project Sponsor	100%	0.31 days	2024/4/27	2024/4/27	2024/4/27	2024/4/27				
3	✓	Identify project sponsor and key stakeholders	100%	30 mins	2024/4/27	2024/4/27	2024/4/27	2024/4/27		mins		
4	✓	Clarify project objectives and scope	100%	60 mins	2024/4/27	2024/4/27	2024/4/27	2024/4/27	3	mins		
5	✓	Identify project risks and mitigation strategies	100%	30 mins	2024/4/27	2024/4/27	2024/4/27	2024/4/27	4	mins		
6	✓	Obtain project sponsor's approval and support	100%	30 mins	2024/4/27	2024/4/27	2024/4/27	2024/4/27	5	mins		
7	✓	Advertisement prototype	100%	30 days	2024/5/2	2024/5/2	2024/5/21	2024/6/6				
8	✓	Develop a brochure	100%	29 days	2024/5/2	2024/5/2	2024/5/15	2024/6/5				
9	✓	Gather relevant information about Glebe Youth Service	100%	1 day	2024/5/2	2024/5/2	2024/5/3	2024/5/3	6FS+4 days	1 day		
10	✓	Design layout and content framework of the brochure	100%	1 day	2024/5/3	2024/5/3	2024/5/4	2024/5/4	9	1 day		
11	✓	Write brochure content	100%	3 days	2024/5/4	2024/5/4	2024/5/8	2024/5/8	10	3 days		
12	✓	Design visual elements of the brochure	100%	1 day	2024/5/8	2024/5/8	2024/5/9	2024/5/9	11	1 day		
13	✓	Review and revise brochure content	100%	3 days	2024/5/9	2024/5/9	2024/5/13	2024/5/13	12	3 days		
14	✓	Obtain approval for the brochure	100%	20 days	2024/5/13	2024/5/13	2024/5/15	2024/6/5	13	20 days		
15	✓	Write text for Glebe Society online bulletin	100%	21 days	2024/5/13	2024/5/13	2024/5/18	2024/6/6				
16	✓	Introduce the purpose and importance of the fundraising	100%	1 day	2024/5/13	2024/5/13	2024/5/14	2024/5/14	13	1 day		
17	✓	Provide information on how to participate and donate	100%	1 day	2024/5/13	2024/5/13	2024/5/14	2024/5/14	16SS	1 day		
18	✓	Review and revise the bulletin content	100%	2 days	2024/5/14	2024/5/14	2024/5/16	2024/5/16	17	2 days		
19	✓	Obtain approval for the bulletin	100%	18 days	2024/5/16	2024/5/16	2024/5/18	2024/6/6	18	18 days		
20	✓	Edit Email Content	100%	21 days	2024/5/13	2024/5/13	2024/5/21	2024/6/6				
21	✓	Introduce Glebe Youth Service	100%	2 days	2024/5/13	2024/5/13	2024/5/15	2024/5/15	16SS	2 days		
22	✓	Explain the importance of regular donations	100%	2 days	2024/5/13	2024/5/13	2024/5/15	2024/5/15	21SS	2 days		
23	✓	Invite recipients to the morning tea	100%	2 days	2024/5/13	2024/5/13	2024/5/15	2024/5/15	21SS	2 days		
24	✓	Review and revise email content	100%	2 days	2024/5/15	2024/5/15	2024/5/18	2024/5/17	23	2 days		
25	✓	Obtain approval for Email content	100%	17 days	2024/5/18	2024/5/17	2024/5/21	2024/6/6	24	17 days		
26	✓	Develop Donation Strategy Plan	100%	17 days	2024/5/18	2024/5/17	2024/5/27	2024/6/6				
27	✓	Determine the purpose of the donation strategy plan	100%	2 days	2024/5/18	2024/5/17	2024/5/20	2024/5/20	24	2 days		
28	✓	Set specific objectives for the donation acquisition plan	100%	2 days	2024/5/20	2024/5/20	2024/5/21	2024/5/22	27	2 days		
29	✓	Define expected outcomes and success metrics	100%	2 days	2024/5/21	2024/5/22	2024/5/22	2024/5/24	28	2 days		
30	✓	Identify target audience for donation acquisition efforts	100%	4 days	2024/5/22	2024/5/24	2024/5/23	2024/5/29	29	4 days		
31	✓	Write the Donation Strategy Plan document	100%	4 days	2024/5/23	2024/5/29	2024/5/24	2024/6/3	30	4 days		
32	✓	Review and revise the plan based on Sponsor	100%	2 days	2024/5/24	2024/6/3	2024/5/25	2024/6/5	31	2 days		

Project: Fundraising for No	Task	Inactive Task	Manual Summary Rollup	External Milestone	Manual Progress
Date: 2024/6/8	Split	Inactive Milestone	Manual Summary	Deadline	
	Milestone	Inactive Summary	Start-only	Critical	
	Summary	Manual Task	Finish-only	Critical Split	
	Project Summary	Duration-only	External Tasks	Progress	

Appendix item 9: Budget and Resource Allocation Details

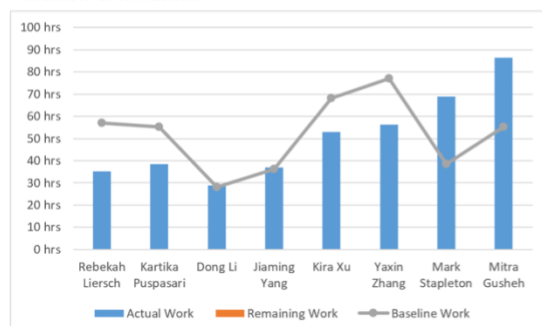
Cost Details

Resource Name	Cost	Baseline Cost	Variance	Actual Cost	Remaining
Rebekah Liersch	\$1,659.00	\$1,707.00	(\$48.00)	\$939.00	\$720.00
Kartika Puspasari	\$1,755.00	\$1,659.00	\$96.00	\$1,035.00	\$720.00
Dong Li	\$987.00	\$843.00	\$144.00	\$924.00	\$63.00
Jiaming Yang	\$1,227.00	\$1,083.00	\$144.00	\$924.00	\$303.00
Kira Xu	\$2,187.00	\$2,043.00	\$144.00	\$1,227.00	\$960.00
Yaxin Zhang	\$2,283.00	\$2,307.00	(\$24.00)	\$1,323.00	\$960.00
Mark Stapleton	\$2,551.50	\$1,347.50	\$1,204.00	\$2,478.00	\$73.50
Mitra Gusheh	\$3,167.50	\$1,935.50	\$1,232.00	\$2,814.00	\$353.50

Resource Graph

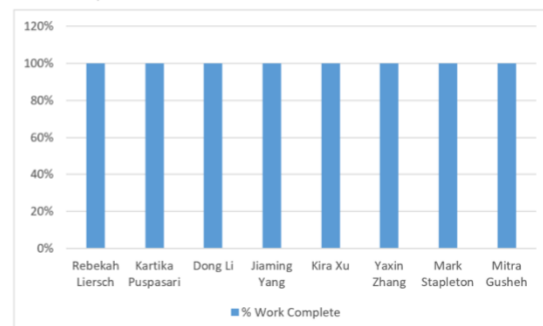
RESOURCE STATS

Work status for all work resources.



WORK STATUS

% work done by all the work resources.



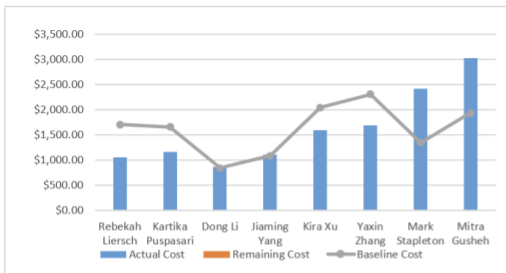
RESOURCE STATUS

Remaining work for all work resources.

Name	Start	Finish	Remaining Work
Rebekah Liersch	2024/4/27	2024/6/6	0 hrs
Kartika Puspasari	2024/4/27	2024/6/6	0 hrs
Dong Li	2024/4/27	2024/6/5	0 hrs
Jiaming Yang	2024/4/27	2024/6/7	0 hrs
Kira Xu	2024/4/27	2024/6/7	0 hrs
Yaxin Zhang	2024/4/27	2024/6/8	0 hrs
Mark Stapleton	2024/4/27	2024/6/6	0 hrs

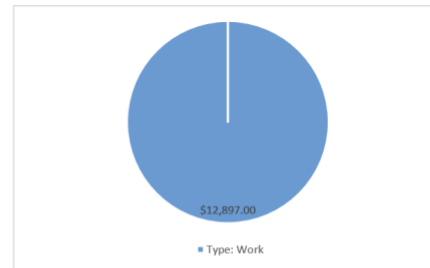
COST STATUS

Cost status for work resources.



COST DISTRIBUTION

How costs are spread out amongst different resource types.



COST DETAILS

Cost details for all work resources.

Name	Actual Work	Actual Cost	Standard Rate
Rebekah Liersch	35.3 hrs	\$1,059.00	\$30.00/hr
Kartika Puspasari	38.5 hrs	\$1,155.00	\$30.00/hr
Dong Li	28.9 hrs	\$867.00	\$30.00/hr
Jiaming Yang	36.9 hrs	\$1,107.00	\$30.00/hr
Kira Xu	52.9 hrs	\$1,587.00	\$30.00/hr
Yaxin Zhang	56.1 hrs	\$1,683.00	\$30.00/hr
Mark Stapleton	68.9 hrs	\$2,411.50	\$35.00/hr
Mitra Gusheh	86.5 hrs	\$3,027.50	\$35.00/hr

Appendix item 10: Deliverables

Please find all the deliverables in this shared folder: [Fundraising for NFP Deliverables](#)