

St. Patrick's Day Goodie Bags



Intro to Tech Project Management

Prepared by:

Julie McKenna, Paige Taylor, Maryam Alghanah, & Zach Beldjerba

Table of Contents

Project Profile Form.....	2
Big Question Matrix.....	5
Project Charter.....	7
Responsibility Matrix.....	17
Procurement Plan.....	18
Risk Management Plan.....	21
Issue Log.....	26
Break Even Analysis.....	28
Project Close Out.....	29

Project Profile Form

1. PROJECT NAME:

Saint Patrick's Day Goody Bags

2. OWNERS OF THE PROJECT PROPOSAL

Julie McKenna, Paige Taylor, Maryam Alghanah, Zach Beldjerba

3. PM LEADER

Julie McKenna

4. PROJECT DESCRIPTION AND BACKGROUND

To sell Saint Patrick's Day goody bags, that will contain 2 green bean necklace 2 or 3 flash tattoos related to Saint Patrick's Day (Shamrocks), and 2 to 3 gold chocolate coins. We will sell these for about \$2.50 no more than \$3.

5. PROJECT LOCATION

We will sell these goody bags for the week leading up to Saint Patrick's day, some days in 610 and some day in Baker hall for various hours.

6. POSSIBLE PARTIES AND TARGET GROUP

The target group for this project is the students of Wentworth Institute of Technology who celebrate St. Patrick's Day.

7. RELEVANCE OF THE PROJECT

Due to past experience from Saint Patrick's Day in Boston, many college students participate in Saint Patrick's Day activities, parties and parades. The goody bags would be successful on campus during this holiday because a majority of Saint Patrick's Day celebrators are college students; hence they will buy the goody bags.

8. OVERALL AND SPECIFIC PROJECT PURPOSE

The purpose of the project is to sell goody bags to students that contain 2 necklaces, 2 flash tattoos and a couple chocolate coins as the essentials for St. Patrick's day parade.

9. PROJECT OUTPUTS

The project output is to raising money for SAM Club by creating a product that is affordable and inspires St. Patrick's Day cheer!

10. BASIC ACTIVITIES

The basic activities for the project includes: ordering supplies, making the goody bags, setting up times and places to sell and actually selling the goody bags to students.

11. POSSIBLE RISKS/ASSUMPTIONS

Possible risks and assumptions of the project are: people want to celebrate St. Patrick's say, people will buy the goody bags, people will pay the price of goody bag, that the stores will sell out of product quickly and the prices will be higher than students would like to pay and that people will not go to the store to buy stuff to celebrate

12. DURATION OF THE PROJECT

We will be selling the goody bags the week of March 12th (12-16).

13. ESTIMATED COST OF THE PROJECT

The estimated cost of the project includes: necklaces for \$47.00, gold coins for \$32.00, goody bags for \$31.00, flash tattoos for \$20.00, cost for posters(?). The total estimated cost will be (\$130.00+posters). For the project to break even, every 100 goody bags would have to be sold at \$1.30. To make \$70 profit, the goody bags would have to be sold for \$2. For the profit to be \$120, the goody bags would be sold for \$2.50. Lastly for the profit to be \$160, the bags would have to sold for \$3. The price range for the goody bags is between \$2-\$3 because those prices are most reasonable and affordable for people.

14. MARKETING OPPORTUNITIES AND MARKETING STRATEGY

Our marketing opportunities and marketing strategies include: making posters and hanging them in the residence halls and if allowed slide them under the doors of the individual rooms, sending out and email blast(school wide) or putting it in the weekly campus updates as well as telling people we know around campus and hoping they will tell other students.

15. SOURCES OF FINANCE /FINANCING PLAN

We will be asking the SAM club for money to cover the prices of the project. Will be upfront costs, but all the profit made will go directly back to the SAM club.

16. DPCI (ADD DPCI TABLE)

1.2.1.2

	A	B	C	D	E	F
1	Category	Attribute	Score	Average	Rating	DPCI
2	External	Size	2	1.33333333		
3		Duration	1			
4		Resource availability	1		1	
5	Internal	Clarity of objectives	1	1.5		
6		Clarity of scope	1			
7		Organizational complexity	2			
8		Stakeholder agreement	2		2	
9	Technological	Newness	1	1		
10		Familiarity	1		1	
11	Enviromental	Legal	3	1.75		
12		Culture	2			
13		Political	1			
14		Ecological	1		2	
15						
16						
17		DPCI Rating				1.2.1.2

Big Question Matrix

Board Evaluation Questions:	What to know?	How will we know we are going in the right direction?	Who will compare the data?	Project Teams impact on our decision	Where will our source come from?	Cost to complete?
Will one vendor be able to provide all products needed?	The products the vendor sells	If the vendor sells all of the needed products	Project team	2	Vendor research	\$0.00
Will everything arrive in time?	Dates of shipping for each item, date of assembly, date of sale	Everything comes on time and we follow the schedule	Project Manager	3	Vendor research and personal schedules	\$0.00
How long will it take to order, obtain supplies and create goody bags?	The shipping time required for each product and the time required to create the goody bags	If all supplies are in on time and the goody bags are ready to sell the day before we start selling, 3/13	Project team and manager	4	Vendor research	\$120.00
How are we going to advertise?	Create artistic posters, snapchat, instagram , and emails	Get permission from the student info center.	Project Team	2	Personal social media accounts	\$0.00

What kind of set-up? Where will we have to sell the goody bags?	Set up booth in Beatty, and other locations, Poster on the table.	All locations are set-up and ready to sell goody bags.	Project team	4	Personal schedules	\$0.00
--	---	--	--------------	---	--------------------	--------

Impact legend

1	Not important, kind find other ways
2	Somewhat important, would make project slightly easier to execute
3	Important, but can work around to get things done on time, slightly flexible
4	Very important

Project Charter

A. General Information

Provide basic information about the project including: Project Title – The proper name used to identify this project; Project Working Title – The working name or acronym that will be used for the project; Proponent Secretariat – The Secretariat to whom the proponent agency is assigned or the Secretariat that is sponsoring an enterprise project; Proponent Agency – The agency that will be responsible for the management of the project; Prepared by – The person(s) preparing this document.

Project Title:	St. Patrick's Day Parade Supplies	Project Working Title:	St. Patrick's Day Goody Bags
Proponent Secretariat:	SAM club	Proponent Agency:	Tech Management
Prepared by:	Julie, Paige, Zach and Maryam		

Points of Contact

List the principal individuals who may be contacted for information regarding the project.

<i>Position</i>	<i>Title/Name/Organization</i>	<i>Phone</i>	<i>E-mail</i>
Project Sponsor	SAM Club		
Project Manager	Julie McKenna	303-902-2290	mckennaj6@wit.edu
Proponent Cabinet Secretariat	-	-	-

Proponent Agency Head	Julie McKenna	303-902-2290	mckennaj6@wit.edu
Customer (User) Representative(s)	- Paige Taylor - Maryam Alghanah - Julie - Zach	603-767-9301 617-784-4889 303-902-2290 781-960-4548	taylorp2@wit.edu alghanahm@wit.edu mckennaj6@wit.edu beldjerbaz@wit.edu

B. Executive Summary

An Executive Summary is required when Sections C thru G of the charter are excessively long. In two or three paragraphs, provide a brief overview of this project and the contents of this document.

The Project is based on selling Saint Patrick's Day Goody Bags. The goal of the project is to sell these goody bags for students and faculty at Wentworth to celebrate Saint Patrick's Day. People at Wentworth will have a chance to have the goody bags ready for them with all the fun supplies to enjoy the parade that students will attend. Therefore, students will go to the parade prepared.

The goody bag includes two green bean necklaces, and two or three flash tattoos related to Saint Patrick's Day, and two to three gold chocolate coins.

C. Project Purpose

Explain the business reason(s) for doing this project. The Project Purpose (the Business Problem and Project Business Objectives) is in the Project Proposal, Section B.

1. Business Problem

The Business Problem is a question, issue, or situation, pertaining to the business, which needs to be answered or resolved. State in specific terms the problem or issue this project will resolve. Often, the Business Problem is reflected as a critical business issue or initiative in the Agency's Strategic Plan or IT Strategic Plan.

Students wait until the last minute to purchase Saint Patrick's day accessories for the parade in southie. By the time they go to buy things most are sold out or very expensive.

2. Project Business Objectives

Define the specific Business Objectives of the project that correlate to the strategic initiatives or issues identified in the Commonwealth or Agency Strategic Plan. Every Business Objective must relate to at least one strategic initiative or issue and every initiative or issue cited must relate to at least one project business objective.

<i>Commonwealth or Agency Strategic Plan – Initiative or Critical Issue</i>	<i>Project Business Objectives</i>
Most students are weary	Will sell the goody bags on campus in the dorms
Students procrastinate	The bags will be sold the week leading up to the parade
Students will attend the parade	Getting the word out to students and prospective buyers
Students will want to dress in the Irish spirit	There are many Irish people in the city of Boston, and people who attend the parade will want to dress in theme

D. Assumptions

Assumptions are statements taken for granted or accepted as true without proof. Assumptions are made in the absence of fact. List and describe the assumptions made in the decision to charter this project.

That students would rather purchase a goody bag filled with parade essentials with the convenience of not having to leave campus instead of going to the store or ordering things online.

E. Project Description, Scope and Management Milestones

1. Project Description

Describe the project approach, specific solution, customer(s), and benefits. The Project Description is located in the Project Proposal, Section C.

The project is based on selling goody bags at Wentworth Institute of Technology for Saint Patrick Day. Most students in Wentworth celebrate Saint Patrick Day and will attend the parade. Students tend to procrastinate, therefore the goody bags will be sold in campus and it will be sold the week leading to the parade. The parade will be in Boston and students would want to dress in the Irish spirit, the goody bags will contain all the supplies that student will need to live the Irish vibe.

2. Stakeholder Requirements for Disaster Recovery

In terms of the agency's Continuity of Operations Plan, is the IT solution for this project required to recover an essential function? If yes, describe how the IT solution will meet the recovery time requirements.

If the fundraiser doesn't make a profit then we, the project managing team will pay out of pocket for the goody bags whatever the difference is to break even.

3. Scope

The Project Scope defines all of the products and services provided by a project, and identifies the limits of the project. In other words, the Project Scope establishes the boundaries of a project. The Project Scope addresses the who, what, where, when, and why of a project.

Who - Students and faculty interested in celebrating St. Patrick's Day
 What - Goody bags with beads, gold coins, and tattoos
 When - We will be selling on the 13th, 15th, and 16th
 Where - TBA, either 1st floor Beatty Hall or weather permitting the space between Baker and 610 dorm rooms
 Why - To make a profit for the SAM club

4. Summary of Major Management Milestones and Deliverables

Provide a list of Project Management Milestones and Deliverables (see Section E of the Project Proposal Document). This list of deliverables is not the same as the products and services provided, but is specific to management of the project. An example of a Project Management Milestone is the Project Plan Completed.

<i>Event</i>	<i>Estimated Date</i>	<i>Estimated Duration</i>
<i>Project Charter Approved</i>	2/23/18	3 days
<i>Project Plan Completed</i>	2/28/18	5 days
<i>Project Plan Approved</i>	3/5/18	7 days
<i>Project Execution – Started</i>	3/12/18	5 days
<i>Project Execution Completed</i>	3/16/18	1 day
<i>Project Closed Out</i>	3/20/18	7 days

5. Measures of Success

Provide a summary of the Measures of Success. List the Business Objectives, Performance Goal for each business objective, and briefly describe the Methodology for how the Performance Goal is measured.

<i>Objective 1:</i>	Obtain the goody bag supplies and make them
<i>Performance Goal:</i>	Complete 100 goody bags

<i>Methodology:</i>	Two necklaces, two gold coins, and two tattoos per bag
<i>Objective 2:</i>	Figure out dates and times to sell
<i>Performance Goal:</i>	Lock in place asap
<i>Methodology:</i>	Doodle
<i>Objective 3:</i>	Marketing
<i>Performance Goal:</i>	Create posters and emails
<i>Methodology:</i>	Posters
<i>Objective 4:</i>	Sell the goody bags
<i>Performance Goal:</i>	Sell them three days before the parade
<i>Methodology:</i>	Sell all the goody bags
<i>Objective 5:</i>	Make Profit
<i>Performance Goal:</i>	Be able to sell all the goody bags
<i>Methodology:</i>	Marketing

F. Project Authority

Describe the authority of the individual or organization initiating the project, any management constraints, management oversight of the project, and the authority granted to the Project Manager.

1. Authorization

Name the project approval authority that is committing organization resources to the project. Identify the source of this authority. The source of the approval authority often resides in code or policy and is related to the authority of the individual's position or title.

The SAM club. They are loaning us the money to start the fundraiser.

2. Project Manager

Name the Project Manager and define his or her role and responsibility over the project. Depending on the project's complexities, include how the Project Manager will control matrixed organizations and employees.

Julie McKenna

Make sure that the supplies are ordered on time and that the bags are ready to sell for the week leading up to the parade. Organize the selling schedule.

3. Oversight

Describe the Commonwealth or Agency Oversight controls over the project.

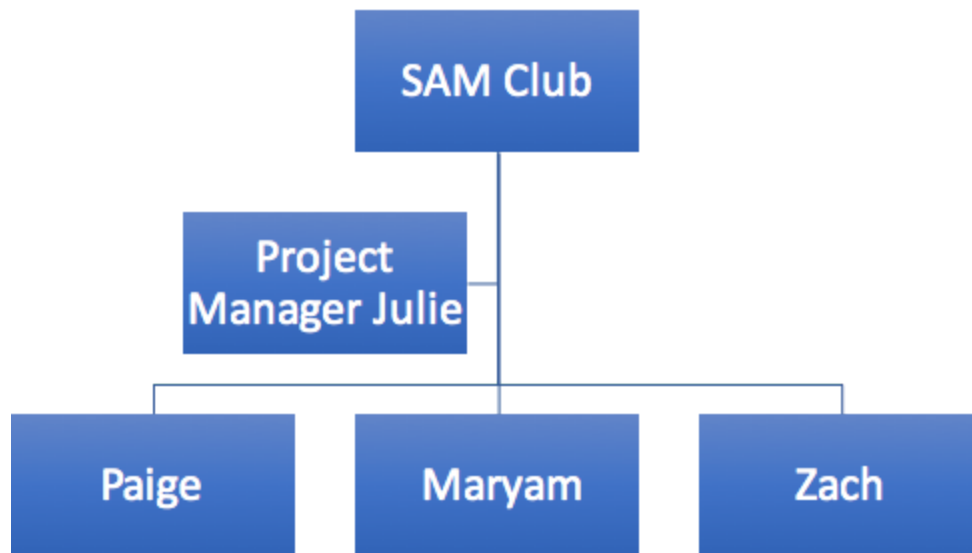
Includes paying out of pocket if not all goody bags are sold to cover the upfront costs.

G. Project Organization

1. Project Organization Chart

Provide a graphic depiction of the project team. The graphical representation is a hierarchical diagram of the project organization that begins with the project sponsor and includes the project team and other stakeholders.

2.



Organization Description

Describe the type of organization used for the project team, its makeup, and the lines of authority.

The project manager has final say, can delegate tasks to others. Keeps track of the communication between everyone.

3. Roles and Responsibilities

Describe, at a minimum, the Roles and Responsibilities of all stakeholders identified in the organizational diagram above. Some stakeholders may exist whom are not part of the formal project team but have roles and responsibilities related to the project. Include these stakeholders' roles and responsibilities also.

	Team Memebers			
Element	Julie	Paige	Zach	Maryam
Obtain supplies for goody bags	✓	✓	✓	✓
make posters	✓			✓
send posters to get approved	✓	✓		
package goody bags	✓	✓	✓	✓
figure out selling times and days	✓	✓	✓	✓
talk student engagement center		✓		
sell bags day 1 (Tuesday 13th)	✓	✓	✓	✓
sell bags day 2 (Thursday 15th)	✓	✓	✓	✓
sell bags day 3 (Friday 16th)			✓	✓

H. Resources

Identify the initial funding, personnel, and other resources, committed to this project by the project sponsor. Additional resources may be committed upon completion of the detailed project plan.

Resources	Allocation and Source	
<i>Funding</i>	<i>Source: Club</i>	<i>Amount: \$135.00</i>
	<i>Savings: \$0.0</i>	<i>Cost Avoidance Savings: \$0.0</i>
<i>Project Team (Full and Part Time Staff)</i>	Julie- \$0.00 Paige - \$0.00 Zach - \$0.00 Maryam - \$0.00	
<i>Customer Support</i>	\$0.00	
<i>Equipment</i>	\$0.00	

I. Signatures

The Signatures of the people below document approval of the formal Project Charter. The Project Manager is empowered by this charter to proceed with the project as outlined in the charter.

<i>Position/Title</i>	<i>Signature/Printed Name/Title</i>	<i>Date</i>
Project Sponsor (required)	SAM Club	2/14/18
Project Manager (required)	Julie McKenna	2/14/18

Responsibility Matrix

	Team Members			
Element	Julie	Paige	Zach	Maryam
Obtain supplies for goody bags	✓	✓	✓	✓
make posters	✓			✓
send posters to get approved	✓	✓		
package goody bags	✓	✓	✓	✓
figure out selling times and days	✓	✓	✓	✓
talk student engagement center		✓		
sell bags day 1 (Tuesday 13th)	✓	✓	✓	✓
sell bags day 2 (Thursday 15th)	✓	✓	✓	✓
sell bags day 3 (Friday 16th)			✓	✓

Procurement Plan

A. General Information

Provide basic information about the project, including: Project Title – The proper name used to identify this project; Project Working Title – The working name or acronym that will be used for the project; Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project; Proponent Agency – The agency that will be responsible for the management of the project; Prepared by – The person(s) preparing this document; Date/Control Number – The date the plan is finalized and the change or configuration item control number assigned.

Project Title:	St. Patrick's Day Parade Supplies	Project Working Title:	St. Patrick's Goodie Bags	
Proponent Secretary:	SAM Club	Proponent Agency:	Tech Management	
Prepared by:	Julie Zach Paige Maryam	Date / Control Number:	March 13, 2018	

B. Procurement Summary

Document all products, goods, or services that must be procured during the course of the project. Identify the Responsible Person for the procurement and indicate the Procurement Method Selected for each item. The procurement methods are: Emergency Procedures, Sole Source, Small Purchase, Competitive Negotiation, and Competitive Sealed Bid Procedures. (See DGS, Vendors Manual December 1998 Edition for detailed descriptions.) Using the WBS and Project Schedule, identify Quantity or Man-hours Required, Required Delivery Date, and Delivery Location.

Product, Good, or Service	Responsib le Person	Procureme nt Method Selected	Quantity/M an-hours Required	Require d Delivery Date	Delivery Location

Necklaces	Julie, Paige, Maryam	Amazon (order online)	1 hour	3/12	550 Huntington Ave (Wentworth)
Goody Bags	Maryam	Target(in person)	1 hour	3/12	550 Huntington Ave (Wentworth)
Chocolate Gold Coins	Julie, Paige	Amazon (order online)	1 hour	3/12	550 Huntington Ave (Wentworth)
Flash tattoos	Julie, Paige	Amazon (order online)	1 hour	3/12	550 Huntington Ave (Wentworth)

C. Procurement Schedule

For every Procurement Method listed in the previous table, a separate Procurement Schedule Table will be created. Insert the Procurement Method documented in the previous table in the first row. Modify the column headings to record each step required to complete a procurement using the method identified. These procurement steps should include agency and Commonwealth required actions. List each product, good, or service in the first column and insert a date in the action column when that action will be completed. When the tables are complete, add the procurement actions as tasks in the project schedule.

Product, Good, or Service	Procurement Method:	
	Target (in person)	Amazon (order online)
Necklaces		3/1/2018

Goodie Bags	3/14/2018	
Flash Tattoos		3/1/2018
Chocolate Gold Coins		3/1/2018

Risk Management Plan

A. General Information

Provide basic information about the project including: Project Title – The proper name used to identify this project; Project Working Title – The working name or acronym that will be used for the project; Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project; Proponent Agency – The agency that will be responsible for the management of the project; Prepared by – The person(s) preparing this document; Date/Control Number – The date the plan is finalized and the change or configuration item control number assigned.

Project Title:	Saint Patrick's Day Parade Supplies	Project Working Title:	Saint Patrick's Goodie Bags
Proponent Secretary:	SAM Club	Proponent Agency:	Tech Management
Prepared by:	Julie Maryam Zach Paige	Date / Control Number:	March 22, 2018

B. Risk Management Strategy

1. Risk Identification Process

Describe the process for risk identification.

Some of the risk that we would be facing are, ordering the wrong amount of supplies for the goodie bags. Also, making sure that the goodie bags are on time and that there is no delay on the orders due to snowstorms. The risks of the delay would mess the project objective, since we are selling the goodie bags for St. Patrick's Day. Another risk would be the amount of goodie bags that are not sold. There is a risk on selling the wrong predicted amount of goodie bags. Risk can occur when advertising, such as including the wrong information on the flyer or not hanging the flyers around campus.

2. Risk Evaluation and Prioritization

Describe how risks are evaluated and prioritized.

The risk that are mentioned above are high risk that may cause the project to be delayed. Since our project is focused on selling goodie bags for St. Patrick's Day, everything needs to be organized ahead of time to make sure that all the supplies needed is available.

3. Risk Mitigation Options

Describe, in general terms, the risk mitigation options.

Risks such as ordering the wrong amount of supplies would be caused by ordering online and adding the wrong number of quantity. Making sure that the right amount of orders are placed and would be delivered on time. Organizing the goodie bags before the day of the fundraiser, the risk of not having the supplies on time will cause the delay of putting them all together. Not selling the targeted amount of goodie bags could cause a failure to the project. Therefore, advertising in advanced for students to beware of the event. Also, printing the right amount of flyers, to advertise all around the campus.

4. Risk Plan Maintenance

Describe the methods for maintaining or updating the risk plan.

Taking care of the risks that are listed that may cause the project to delay. Ordering the right amount of supplies for the goodie bags. The delay for the orders due to snowstorms, therefore we should make sure to order ahead of time to keep track of the orders in case of a snowstorm condition. Updating the flyers in case of any changes to the location or price or day.

5. Risk Management Responsibilities

Identify individuals with specified risk management responsibilities.

<i>Individual</i>	<i>Responsibility</i>
SAM Club (Sponsor)	Ordering the goodie bags from Amazon.
Maryam (Project Team)	Designing flyer and printing them to hand in to SAM club.
Paige (Project Team)	Sending out emails to remind the class for the fundraiser.
Julie (Project manager)	Making sure everything is organized.
Zach (Project Team)	Selling the goodie bags with project team.

C. Risk Analysis Summary

Using the table provided, list each risk identified, the probability of occurrence, the expected impact level, a description of the impact, and when the risk event is likely to occur.

Risk Number	Risk Name	Probability of Occurrence (Note 1)	Impact Level (Note 2)	Impact Description	Time Frame (Note 3)
1	Delay on orders	40%	4	Would not be able to sell for Saint Patrick's Day.	1 week
2	Wrong copies for flyers	20%	2	There will not be any advertisement for the fundraiser.	1 day
3	Ordering the wrong amount	10%	4	Team will not be able to sell a fair amount of goodie bags.	1 week
4	Change of location	30%	3	People would not be able to find us based on the location we provided through email and flyer.	1 day
5	Incorrect information on flyer	50%	3	incorrect information, students didn't know how much the goody bags were..	
6	Not hanging the flyers around campus	30%	3	No advertisement	
7	Not preparing the right amount of goodie bags to be sold	50%	2	Not having 100 goody bags, couldn't make more money.	1 day

D. Risk Response Summary

Prioritize and describe the plans for responding to each risk identified and evaluated in Section C.

Risk Priority	Risk Number	Risk Name	Responsible Person	Mitigation Action(s)
2	1	Delay on orders	Center Of Student Engagement	Had to go to stores in person to buy supplies.

5	2	Wrong copies for flyers	Maryam	Ask for the numbers of flyers needed before printing.
1	3	Ordering the wrong amount	Center Of Student Engagement	Had too many beads and not enough gold coins so we could only put 1 chocolate coin in each bag and couldn't make the full 100 bags.
7	4	Change of location	Center of Student Engagement	Students in the class weren't aware of our location change.
3	5	Incorrect information on flyer	Maryam	Change in information if any changes occur to the event.
4	6	Not hanging the flyers around campus	Center of Student Engagement	Make sure to give them the flyers on time.
6	7	Not preparing the right amount of goodie bags to be sold	Project Team	We didn't end up selling all 80 that we made so there was no issue, couldn't put gold coins in all of them.

E. Risk Mitigation Cost

Risk Number	Risk Name	Materials and Supplies	Facilities	Total Cost
1	Delay on orders	Goodie Bags Supplies	Ordering online	\$67.00
2	Wrong copies for flyers	Copies of Flyers	Printing	\$20.00
3	Ordering the wrong amount	Goodie Bags Supplies	Online ordering	\$67.00
4	Change of location	Tables and Location for selling the goodie bags	Center of Student Engagement	\$0.00
5	Incorrect information on flyer	Designing the Flyer	Printing	\$0.00
6	Not hanging the flyers around campus	Printed Flyers	Center of Student Engagement	\$0

7	Not preparing the right amount of goodie bags to be sold	Goodie bags supplies	Project Team	
---	--	----------------------	--------------	--

Detail the estimated cost for responding to each identified risk. Based on the Risk Response Summary in Section D, identify the cost of responding to a particular risk using the most likely mitigation strategy. The total costs are used to derive the fiscal year contingency budget.

Issue Management Log

Provide basic information about the project including: Project Title – The proper name used to identify this project; Project Working Title – The working name or acronym that will be used for the project; Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project; Proponent Agency – The agency that will be responsible for the management of the project; Prepared by – The person(s) preparing this document.

Project Title:	St. Patrick's Parade Day Supplies	Project Working Title:	St. Patrick's Day Goody Bags
Proponent Secretary:	SAM Club	Proponent Agency:	Technology Project Management
Prepared by:	Julie Mckenna Zach Paige Taylor Maryam		

The Issue Management Log is used to record and track issues that are identified during Project Execution. The Issue Log and Issue Management documents do not replace Change Control Request. Complete the information requested in the columns below for each Issue Management Document submitted. Use one row for each issue. When an issue is resolved, document how and when in the last two columns.

<i>Issue Number</i>	<i>Issue Description</i>	<i>Date Identified</i>	<i>Assigned To</i>	<i>Date Resolution Required</i>	<i>Resolution</i>	<i>Date Resolved</i>
1	Delay on orders	3/12		3/15	Had to wait to put the	3/15
2	Wrong amount on supplies	3/15	Center of Student Engagement	3/15	Had to put fewer chocolate gold coins	3/15

					in each goody bag	
3	Items not delivered	3/15				
4	Not hanging the flyers around campus	3/15	Center of Student Engagement	3/14	Had to hang flyers on the table	3/15
5	Change of location	3/10	Center of Student Engagement	3/15		

Break-Even Analysis

St. Patrick's Day Goodie Bags			
Break-Even Analysis			
Cost Description	Fixed Costs (\$)		Variable Costs (%)
Fixed Costs			
Salaries (includes payroll taxes)	\$0.00		
Supplies	\$ -		
Gold Coins	\$18.67		
Bags	\$10.00		
Necklaces	\$43.25		
Advertising	\$2.00	Posters, Snapchat, Instagram	
Utilities	\$0.00	(Provided for us)	
Other (specify)	\$ -		
Total Fixed Costs	\$73.92		
Total Variable Costs			0%
Breakeven Sales level =	\$73.92		
Selling for \$2 need to sell:	37 bages to break even		
Income Statement			
Revenue (some gave donation with purchase)	67 bags sold	\$167	
Expenses		\$73.92	
Total Profit		\$93.08	

Project Closeout Report

A. General Information

Provide basic information about the project including: Project Title – The proper name used to identify this project; Project Working Title – The working name or acronym that will be used for the project; Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project; Proponent Agency – The agency that will be responsible for the management of the project; Prepared by – The person(s) preparing this document; Date/Control Number – The date the report is finalized and the change or configuration item control number assigned.

Project Title:	St. Patrick's Day Goody Bags	Project Working Title:	Saint Patrick's Goodie Bags.
Proponent Secretary:	SAM Club	Proponent Agency:	Tech Management
Prepared by:	Julie Maryam Zach Paige	Date/ Control Number:	3/22/2018

B. Project Deliverables

List all Project Deliverables and the date each was accepted by the user. Identify any contingencies or conditions related to the acceptance.

Deliverable	Date Accepted	Contingencies or Conditions
Project Charter Approved	2/23/18	
Project Plan Completed	2/23/18	
Project Plan Approved	3/5/18	
Project Execution Started	3/12/18	
Project Execution Completed	3/16/18	
Project Close Out	3/20/18	

C. Performance Baseline

Document how the project performed against each Performance Goal established in the Project Performance Plan.

Project Business Objective	Performance Goal	Results
Obtain the goody bag supplies and make them	Complete 100 Goody Bags	Some of the supplies were obtain, some lost due to delivery mess up. 75 Bags were completely due to some of the supplies being lost.
Figure out dates and sell times	Get set locations ASAP	Location was set, but one day had to be rescheduled due to snow day.
Marketing	Create Posters and emails	Mainly Posters were made, also o social media as well.
Sell the goody bags	Sell them before the Saint Patrick's Day Parade	Most of the bags that were made, were sold. All of the ones that were sold before the parade.
Make Profit	All goody bags are sold to maximize profit	Most the the bags were sold, profit still made even though all were not sold.

D. Cost (Budget) Baseline

State the Planned Cost and Funding for the project, as approved in the Initial Cost Baseline and the Project Charter. State the Actual Cost and Funding at completion. Document and explain all cost and funding variances, including approved changes to the cost baseline.

Expenditures (\$000)				
	Planned	Actual	Variance	Explanation
<i>Internal Staff Labor</i>	\$0.00	\$0.00		Not being paid, for a fundraiser.
<i>Materials and Supplies</i>	\$122.00	\$73.92	-\$45.00	Only some materials came on time and our order made my the Center for Student Engagement got messed up.
<i>Facilities</i>	\$0.00	\$0.00		Provided for us.
<i>Telecommunications</i>	\$0.00	\$0.00		Used free app.

<i>Contingency (Risk)</i>	\$0.00	\$0.00		No need for contingency, since it is a fundraiser would just need to raise more money to cover unexpected costs.
<i>Total</i>	\$122.00	\$73.92	-\$48.08	

Funding Source (\$000)				
	<i>Planned</i>	<i>Actual</i>	<i>Variance</i>	<i>Explanation</i>
<i>SAM club</i>	\$122.00	\$67.00	-\$55.00	The shipment was not done correctly and the correct number of items was not ordered.
<i>Out of pocket</i>	\$0.00	\$10.00	+\$10.00	The bags were not going to be shipped in time, had to buy the day of.
<i>Total</i>	\$122.00	\$77.00	-\$45.00	

E. Schedule Baseline

Compare the initial approved schedule baseline against the actual completion dates. Enter the planned start and finish dates from the initial schedule baseline. Document all actual start, finish dates, and explain any schedule variances, including approved changes to the schedule baseline

WBS Elements Activity or Task	Planned Start Date	Actual Start Date	Planned Finish Date	Actual Finish Date	Variance	Explanation
Order the supplies	2/28/18	3/2/18	3/1/18	3/2/18	1 day	Couldn't meet with lauren until 3/2
Make the poster	3/1/18	3/1/18	3/1/18	3/1/18		
Ship/receive the supplies	3/2/18	3/2/18	3/12/18	3/15/18	3 days	Wentworth couldn't receive packages due to the snowdays.
Make/package the goody bags	3/12/18	3/15/18	3/12/18	3/15/18	3 days	Snow days, packages couldn't be processed by the school.
Get posters approved	3/2/18	3/2/18	3/2/18	3/12/18	10 days	The center took a while to approve the poster.
Advertise	3/6/18	3/15/18	3/16/18	3/16/18	9 days	Snow days were not able to advertise through the school.
Sell day 1(Tuesday)	3/13/18	NA	3/13/18	NA		Snow day couldn't sell.
Sell day 2(Thursday)	3/15/18	3/15/18	3/15/18	3/15/18		
Sell day 3(Friday)	3/16/18	3/16/18	3/16/18	3/16/18		

F. Scope

Document any changes to the Project Scope and their impact on Performance, Cost, or Schedule Baselines.

Scope Change	Impact of Scope Change
The supplies took longer to ship than we expected	We had to push back the dates of selling, also some of our supplies weren't delivered in time and we had to go out and buy them out of pocket as well as change what was inside the goody bag (no flash tattoos).
We could not sell the goody bags on Tuesday 3/13	We lost one day of selling in the Beatty cafe at prime selling hours, lunch waves, so lost a lot of potential sales.
We couldn't make the goody bags until Thursday right before we were selling them	We were rushing to make them and have to put a lot of stuff together last minute had to problem solve because we didn't have all of our supplies.

G. Operations and Maintenance

Describe the plan for operation and maintenance of the product, good, or service delivered by the project. State the projected annual cost to operate and maintain the product, good, or service. Identify where and why this projection of cost differs (if it differs) from the Project Proposal. If the operation and maintenance plan is not in place, what is the target date for the plan and what is the impact of not having operations and maintenance for the product, good, or services in place.

1. Operations and Maintenance Plan

Maintaining our project by setting up all the products such the goodie bags, the goods such the supplies for the goodie bags, and the services where we sell the goodie bags. The cost that was spent for the products was \$114, however with the issues that we faced with ordering the supplies, the products cost us \$160. Without maintaining the products, goods, and services we would not be able to manage selling the goodie bags. Making sure that the project is on the right track by organizing the products.

2. Operations and Maintenance Cost

Expenditures (\$000)

	<i>Planned</i>	<i>Actual</i>	<i>Variance</i>	<i>Explanation</i>
<i>Internal Staff Labor</i>	\$0	\$0		We were working it.
<i>Hardware</i>	\$0	\$0		
<i>Materials and Supplies</i>	\$122.00	\$73.92	-\$48.08	Problem with our order, Center of engagement lost a package and ordered the wrong amount of gold coins.
<i>Facilities</i>	\$0	\$0		Were provided for us.
<i>Telecommunications</i>	\$0	\$0		Use a free app.
<i>Contingency (Risk)</i>	\$0	\$0		No need for a contingency.
<i>Total</i>	\$122.00	\$73.92	-\$48.08	

Funding Source (\$000)				
	<i>Planned</i>	<i>Actual</i>	<i>Variance</i>	<i>Explanation</i>
<i>General Fund</i>	\$122.00	\$63.92	-\$55.00	Packages were lost.
<i>Non-General Fund</i>	\$0	\$0		
<i>Federal</i>	\$0	\$0		
<i>Other</i>	\$0	\$10	+\$10.00	Cost of goody bags, since they were not given to to misplacement.
<i>Total</i>	\$122.00	\$73.92	-\$45.00	

H. Project Resources

List the Resources specified in the Resource Plan and used by the project. Identify to whom each resource was transferred and when it was transferred. Account for all project resources utilized by the project.

<i>Resource (Describe or name the resource used)</i>	<i>Person or Organization Who</i>	<i>Turnover Date</i>
---	--	-----------------------------

	Received Resource	
<i>Facilities</i>		
Beatty Cafe	Julie	3/15
	Paige	3/15
<i>Equipment</i>		
Tables to sell from Materials(Goody bag supplies)	Julie and Paige	3/15

I. Project Documentation

Identify all project documentation materials stored in the project library or other repository. Identify the type of media used and the disposition of the project documentation (see Communications Plan).

Report(s) and Document(s)	Media Used	Storage Location
Project Profile	Google Docs	Google Drive
Risk Management	Google Docs	Google Drive
Procurement Plan	Google Docs	Google Drive
Break-Even Matrix	Google Spreadsheet	Google Drive
Big Question Matrix	Google Docs	Google Drive
Project Charter	Google docs	Google Drive
Project Schedule	MS Project	Julie's Hard drive
Responsibility Matrix	Google Spreadsheet	Google Drive
Strengths and Needs Assessment	Google Docs	Google Drive
Issue Management Log	Google Docs	Google Drive

J. Lessons Learned

Identify Lessons Learned for feedback to the Commonwealth Project Management process. Lessons Learned should be stated in terms of Problems (or issues) and Corrective Actions taken. Provide a brief discussion of the problem that identifies its nature, source, and impact. Site any references that provide additional detail. References may include project reports, plans, issue logs, change management documents, and general literature or guidance used that comes from another source.

Statement of Problem	Discussion	Corrective Actions
-----------------------------	-------------------	---------------------------

Order everything ourselves, don't go through the center for student engagement.	Did not order the right amount of supplies for the goodie bags.	Ordering the supplies with SAM club to make sure that we have the right order.
Ask to be put of confirmation email from the companies, if you need to go through the Center.	This way we know what was ordered and the quantities.	We did not know that lauren had ordered the wrong amount of supplies until the day of when we didn't have enough chocolate gold coins so we had to but one coin in each goody bag instead of two.
Prepare for weather delays	Weather delayed our shipments and they would not arrive in time.	Thursday, day after the storm went to the package and delivery to find our packages, and went in stores to gather supplies for the items that were delayed and were not delivered in time.
Have multiple backup plans, just in case	We had to think quickly because we didn't have a backup plan in case our supplies for the bags wouldn't be here in time so that we could still do our fundraiser.	Had to run to the store the day of the fundraiser to get bags and back the goody bags the day of.