

What did our project produce and how was it successful?

Group 33 successfully held the cornhole tournament despite harsh weather. We raised \$210 from participant entry fees and acquired \$140 in gift cards from 4 restaurants as tournament prizes. By reaching out to local establishments and marketing our event through Facebook, we helped raise awareness for Carilion Children's Clinics in the New River Valley. Our Sponsor, Erin Henderson, and the Child Life Specialists at the hospital were enthusiastic about our project's success.

Summary of Goals:

Meet every other week until completion of project	Success
Raise at least \$300	Short \$90
Have at least 20 teams register	Short by 6 Teams
Obtain at least \$100 in gift cards from local restaurants	Success - Surpassed by \$40
Visit the Carilion Children's Hospital in Roanoke	Success, delivered check to hospital on 12/3

How many hours were devoted to the project?

At first, we estimated that each group member would devote 30 hours to the project throughout the semester. By the time we finished the project, we ended up a little short of that as all group

members devoted between 25-27 hours. So collectively, between our 4 group members, we collectively spent 104 hours on this project.

What project management tools/documents did you use, and did they help?

Our group used the following PM tools: Team Contract, Team Charter, Scope Statement, Communication Management Plan, Probability Impact Matrix, Gantt Chart, Work Breakdown Structure, Stakeholder Register, Kickoff Meeting Agenda, Meeting Minutes Template, Lessons Learned Report, and Customer Acceptance/Project Completion Document. We found most of the documents to be helpful in navigating our project. Some documents helped in being transparent and holding all group members accountable. Other documents helped define roles and split up work evenly. We found the Gantt Chart to be the least useful as most of our tasks were not dependent upon each other and we were able to work on multiple phases of the project at the same time. When we plugged the Gantt Chart into Microsoft project, it was difficult to follow visually.

What went wrong?

When planning to hold a gingerbread house decorating event at the hospital, Erin informed us that in order to interact with the children, we all needed proof of a flu shot. We were still able to visit the hospital for a close out meeting and delivered a check with all the money raised. The weather on the day of the event was colder and windier than we anticipated. We knew that we wanted to hold the tournament outside, so that left us at risk to November weather. The harsh Blacksburg weather on the day of the tournament forced 6 teams to not come out and play. However, these teams still donated their entry fee because we did a good job spreading awareness through our Facebook page and personal interactions. The location of our

tournament was selected in part for its proximity to the McComas parking lot. However, the VT Women's Basketball team had a home game the exact same time that our tournament started. This limited parking options for participants which ultimately forced us to start the tournament about 15 minutes later than anticipated.

What did your team learn by working on this project?

Our team learned that the value of time management was critical in this project. We learned to look ahead of schedule and anticipate project delays with Holidays and busy exam weeks. We also learned to stay organized when it came to delegating deliverables. Everyone wanted to ensure a fair distribution of work while also getting our work done on time. We also valued the importance of logistics and documentation. We were able to finish the project as 4 students from different backgrounds all holding unique views on all aspects of the project.

What would you do differently if you started this project over?

Ideally, we would have wanted to finalize the event date and location as soon as possible. We prioritized gift card fundraising from local restaurants over other logistics because we believed gathering support from restaurants would take a long time. If we finalized the event date sooner, we could have spent more time promoting the event. Additionally, if we held the event earlier in the semester, the warmer weather would have attracted a larger turnout.

How did you select the project manager?

Billy volunteered to be project manager as it was his idea to host a cornhole tournament from the original project idea brainstorm sheet.

Did he/she enjoy leading your team?

Although it was tough to manage a bunch of moving parts throughout a semester long project, he did enjoy combining all the efforts to see a successful finished product. It was very rewarding to see how much the staff at the Carilion Children's hospital valued our efforts.

Would he/she like to be a project manager in the future?

Since Billy is graduating in December 2018 and starting work in late January, having the opportunity to lead this team provided great value towards his professional career. It is very likely that he could see himself leading a team in his line of work.

*The pictures of the event are located in the product related documents portion of the report