



# Guatemalan Book Project

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01

# Project Scope

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# Project Roles



**Project Manager**

Sarah Evans



**Fundraising  
Management**

Hannah Ralls



**Supply Chain  
Management -  
Acquisition**

Qanita Ahmad



**Supply Chain  
Management -  
Transportation**

Owen Lloyd

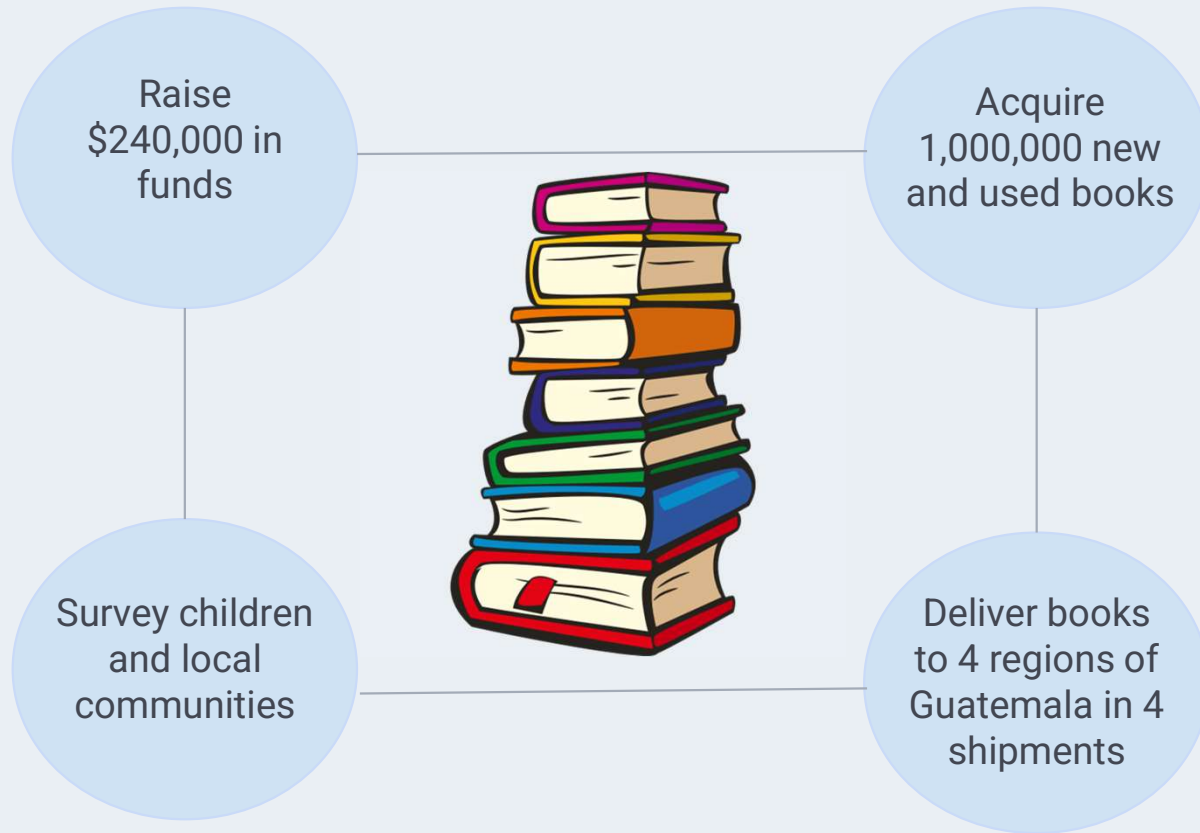


**Quality Survey  
Management**

Tim Cao

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# Project Scope



# Project Goals



Expand Educational  
Access and Resources



Promote Long-Term  
Economic Development  
and Poverty Reduction



Enhance Childhood  
Development and  
Educational Outcomes

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02

# Stakeholder Analysis

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# Unique Stakeholder Groups



## Benefactors

Benefactors are the cornerstone of our project, providing the vital funding that drives our work. As a nonprofit, we rely heavily on their support to carry out our mission.



## Clients

As a nonprofit organization, our mission is to serve and uplift communities in need. In this project, our focus is on delivering books to underprivileged communities in Guatemala.

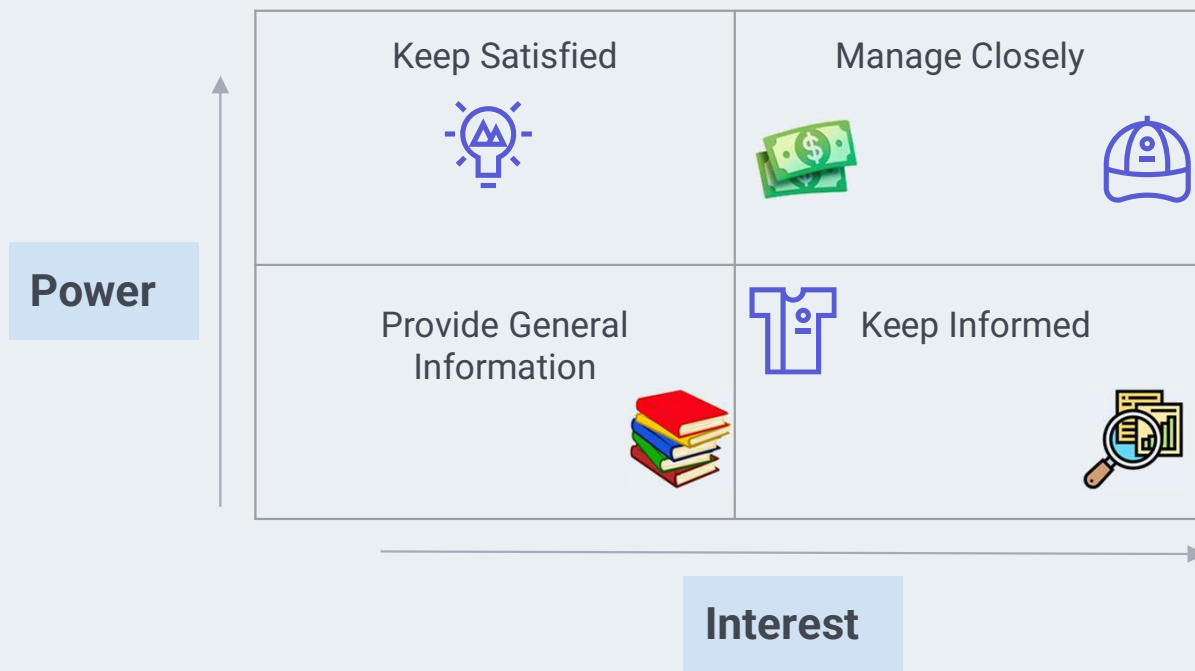


## Researchers

Another key aspect of this project is the research and insights that will emerge from evaluating the impact of our work. The individuals and organizations interested in this research represent an important stakeholder group.

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# Stakeholder Analysis



## Key



Benefactors



Clients



Researchers



Project Manager



Project Team Members



Executive Steering Committee

Committee

# Communication Plan

<b>What Information?</b>	<b>Target Audience</b>	<b>Frequency</b>	<b>Method of Communication</b>	<b>Provider</b>
Milestone Report	Executive Steering Committee and Project Manager	Quarterly	Email and Hard Copy	Project Scribe
Project Agenda and Updates	Project Team Members	Weekly	Email	Project Manager
Issues Report	Project Manager	Monthly	Email	Project Scribe
Escalation Reports	Executive Steering Committee	As Needed	Meeting and Hard Copy Summary	Project Manager
Project Status Report	Clients and Benefactors	Quarterly	Email	Project Manager
Final Survey Data	Researchers	End of Project	Hard copy	Quality Survey Manager






03

# Priority Matrix

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# Priority Matrix

	Time	Performance	Cost
Constrain			
Enhance			
Accept			



**04**

# **Work Breakdown Structure (WBS)**

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# Work Breakdown Executive Summary

- Project Initiation
    - Define scope
    - Get stakeholder alignment and support
  - Book Acquisition
    - Develop and implement strategy
    - Receive donations and manage inventory
  - Fundraising & Budget Management
    - Develop and implement fundraising strategy
    - Manage budget
  - Logistics & Transportation
    - Develop and implement delivery strategy
    - Secure warehouse space
    - Contract with partners for shipping, receiving and network distribution in-country
  - Community Engagement & Impact Assessment
    - Partner with literacy coalitions and NGOs in-country
    - Recruit volunteers
    - Survey community after project completion to assess impact
  - Project Closure & Reporting
    - Present final report to executive steering committee
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05

# Budget

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# Budget Breakdown

Category	Estimated Cost (USD)
Book Acquisition	\$30,000
Book Storage (Warehouse Rental)	\$20,000
Fundraising Events	\$15,000
Marketing & Outreach	\$10,000
Shipping & Logistics (Sea Transport)	\$80,000

Customs & Import Fees	\$25,000
Volunteer Support & Training	\$15,000
Project Management & Administration	\$15,000
Monitoring & Evaluation	\$10,000
Contingency Fund	\$20,000
<b>Total Budget</b>	<b>\$240,000</b>

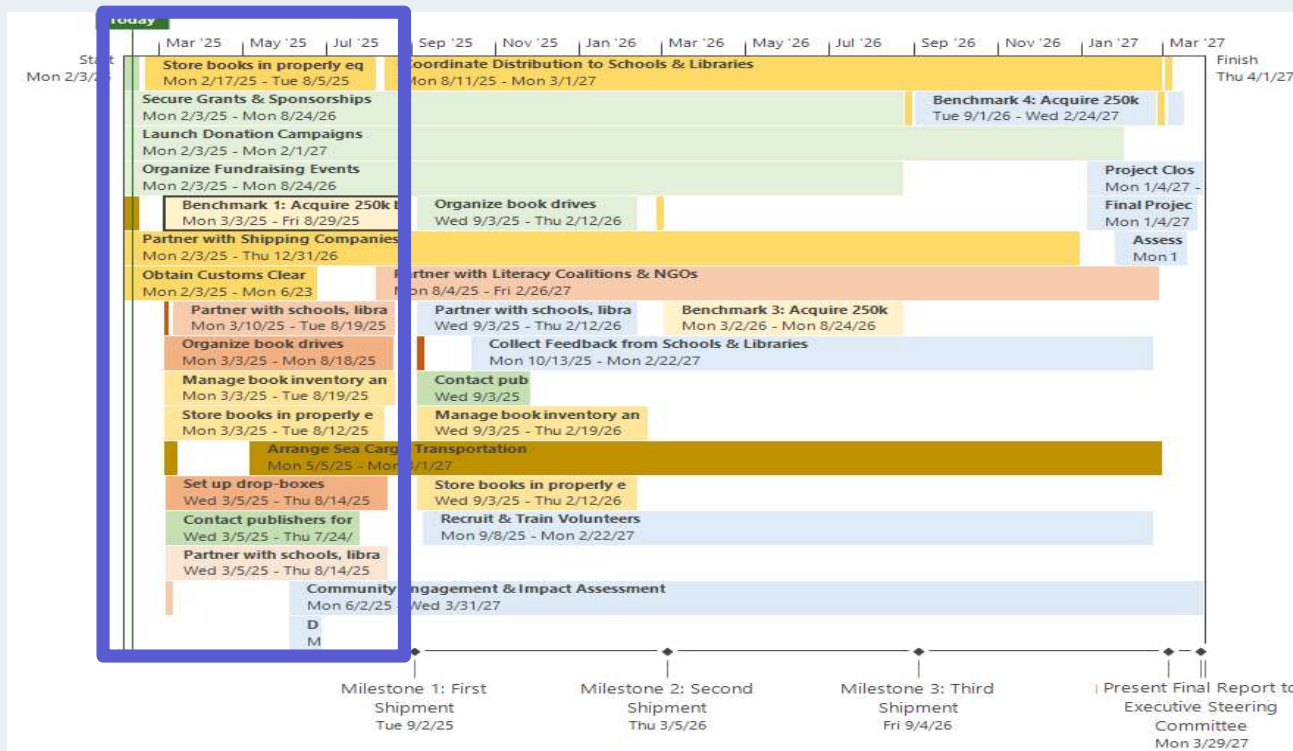


06

# Schedule

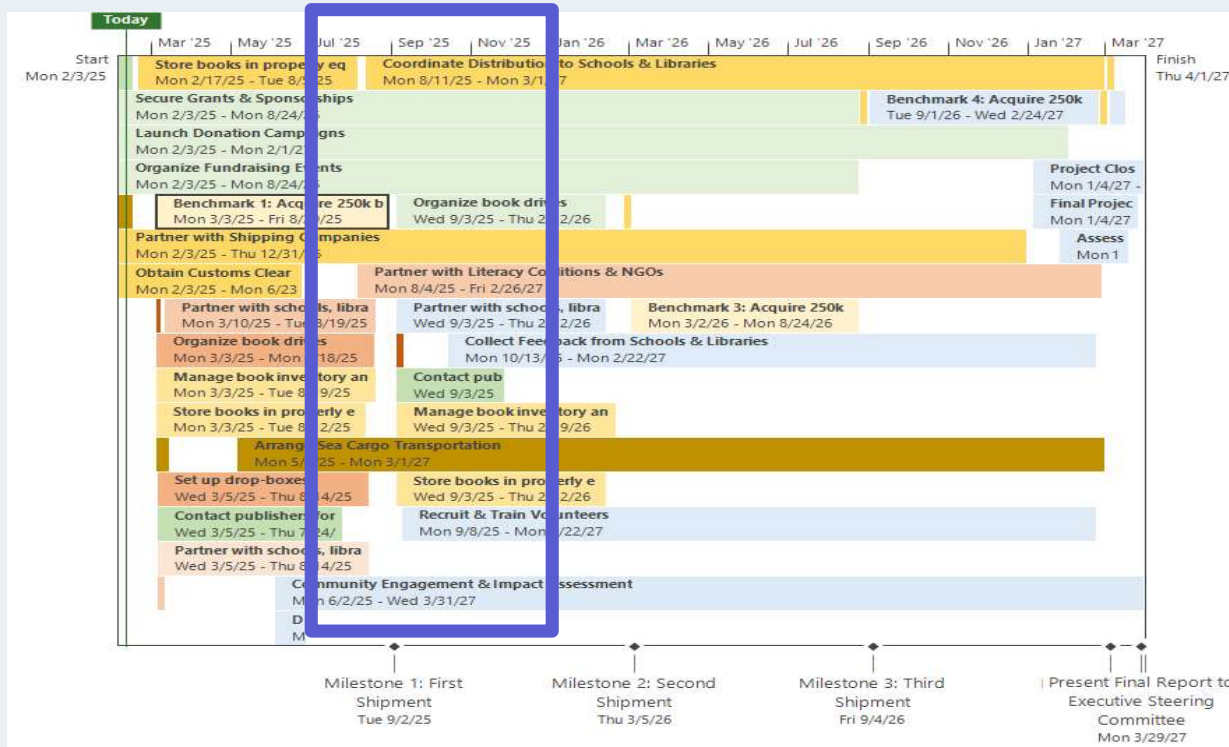
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# Phase 1: Planning & First Shipment



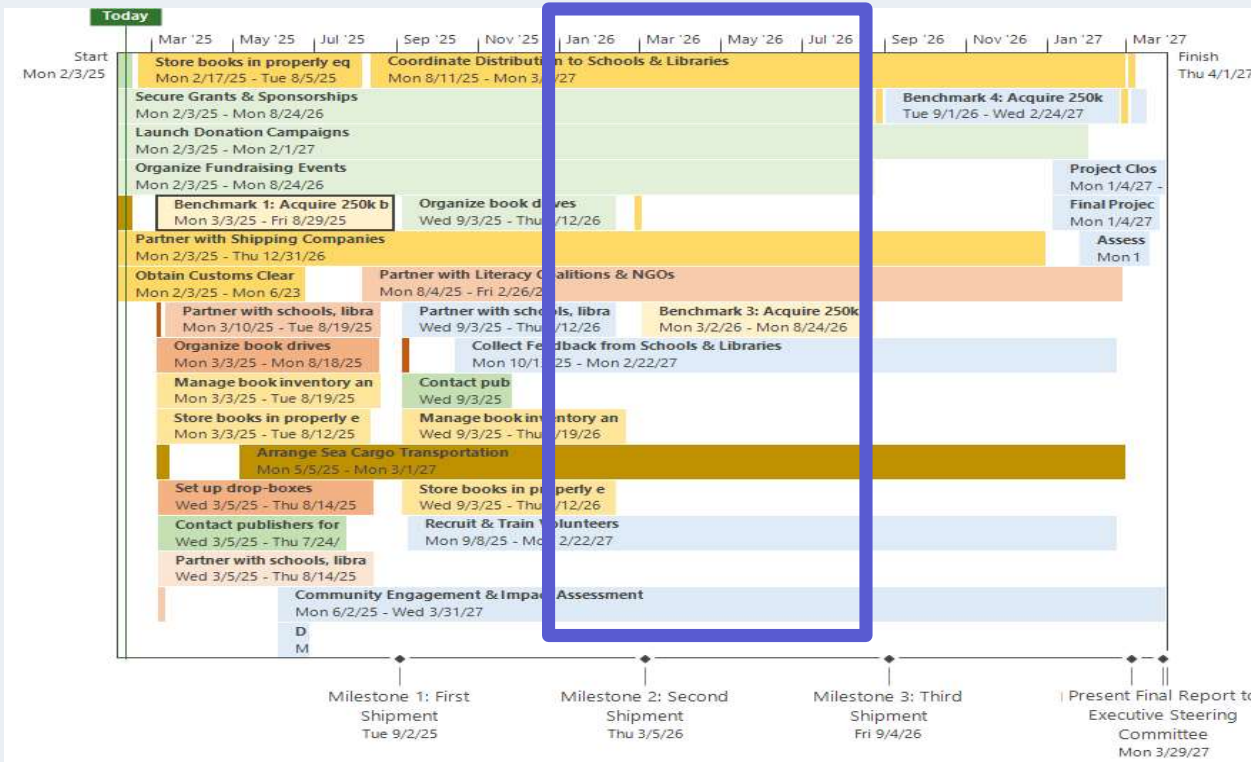
- Initiate project
- Develop strategies for collecting books, fundraising, budgeting, community engagement and logistics
- Secure warehouse, collect books, arrange shipping and receiving in country
- Send first shipment of 250k books

# Phase 2: Second Shipment & Community Engagement



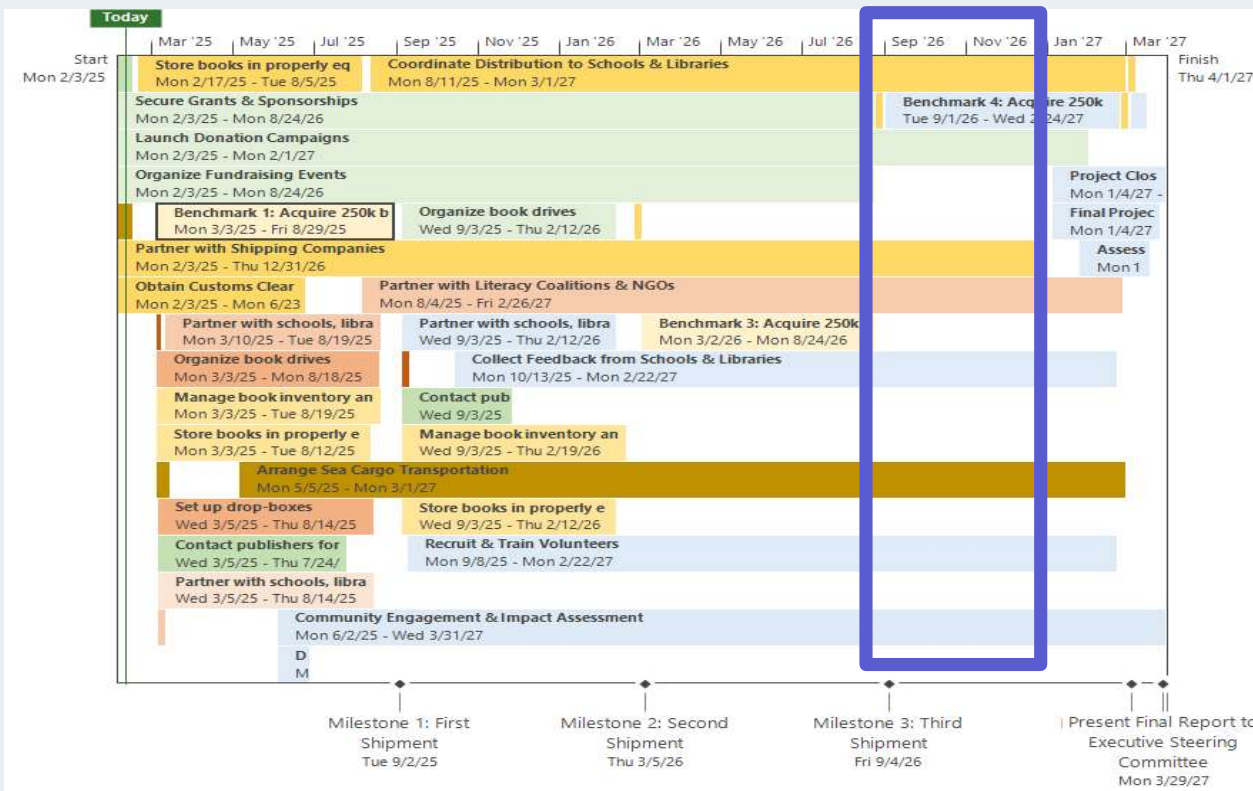
- Continue fundraising and book collection efforts
- Prepare shipping, receiving and distribution for second shipment
- Begin community engagement, training volunteers and measuring impact

# Phase 3: Third Shipment & Continued Community Engagement



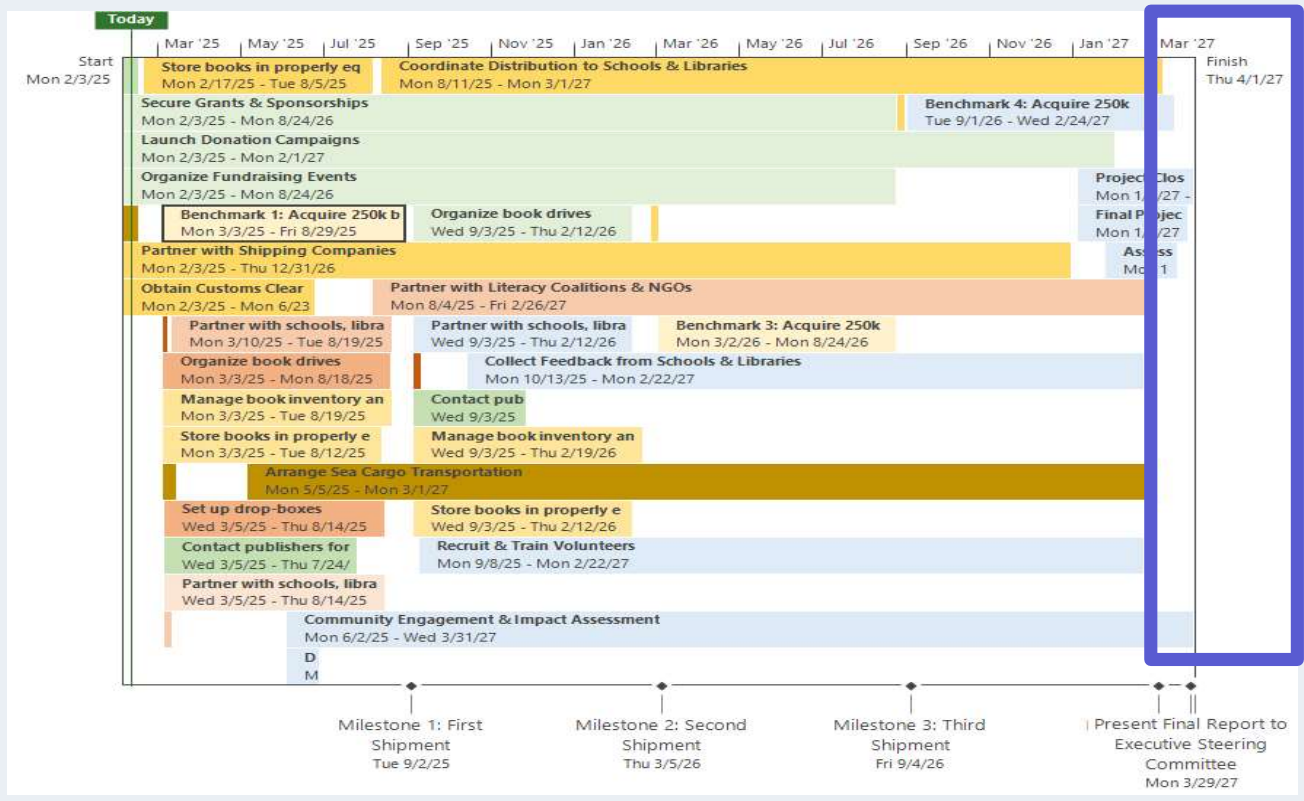
- Continue fundraising and book collection efforts
- Prepare shipping, receiving and distribution for third shipment
- Continue community engagement, training volunteers and measuring impact
- Send third shipment

# Phase 4: Final Shipment & Impact Study



- Continue fundraising and book collection efforts
- Prepare shipping, receiving and distribution for final shipment
- Continue community engagement, training volunteers and measuring impact
- Send fourth shipment

# Phase 5: Project Completion



- Conclude fundraising and book collection efforts
- Finalize impact assessment and complete surveys and reports
- Present results to Executive Steering Committee



07

# Keys to Success

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# Keys to Success



Communication



Scheduling



Monitoring Progress  
and  
Making Adjustments



Allocating  
Resources



Budgeting



Develop Clear  
Project Goals