

Graduate Project Food Drive

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Interfaith Food Pantry

- The Interfaith Food Pantry provides food to residents of Dunn County in times of need.
- 11% of Wisconsin's 5.3 million residents live in poverty .
- A family of 4 is considered to be living in poverty if they live on \$20,000 per year or \$385 per week.
- 9% of Wisconsin residents lack sufficient food - 1 out of 11 households.
- 559 Dunn County households use the Interfaith Food Pantry on average each month.
- Of the 18,000 people in households receiving food from the Interfaith Food Pantry, about 5,600 of them are children.



Project Purpose & Objectives

- The goal of this initiative is to collect food from individuals and donate the food to the Interfaith Food Pantry in Menomonie. The food bank will then distribute this food among Dunn County low-income families.



Mutual Roles & Responsibilities

- Complete Project Charter and clearly define process and goals of project.
- Communicate with Project Management Professor and class to bring in food items to donate.
- Complete MS Project Plan for the project.
- Collaborate and communicate with building managers at the MSC to place collection bins.
- Advertise for the food drive.
- Execute food collection and distribute items to Interfaith.
- Close project and take food items to Interfaith Food Pantry.
- Evaluate Results and put together project summary.
- Present results to class.

Claire's Roles & Responsibilities

- Create the Project Charter.
- Collect Food at MSC location on Tuesday/Thursday
- Collect Food from afternoon PM Class
- Focus on designated part of presentation.
- Get tasks done on time and meet at designated times to work on project.
- Turn in quality work.
- Be enthusiastic about project.

Chelsey's Roles & Responsibilities

- Focus on MS Project portion.
- Create a poster/advertisement for Food Drive.
- Collect Food at MSC location on Monday & Wednesday
- Focus on designated parts of presentation.
- Get tasks done on time and meet at designated times to work on project.
- Turn in quality work.
- Be enthusiastic about project.

Project Charter

- Detailed outline of project
- Starting point for all aspects of project



In Scope



- Collecting food from multiple individuals and giving it to the Interfaith Food Pantry in Menomonie
- Feeding people in Dunn County
- Creating sense of community
- Collecting during the month of April, 2010.

Out of Scope

- Collecting enough food to solve the hunger crisis
- Creating a long term solution
- Collecting outside of UW-Stout
- Reaching all individuals at UW-Stout to participate in Food Drive

Benefits and Value

- The benefits of this project are that people will be able to get more food to feed their families and keep healthy.
- A sense of community will grow between the students and the surrounding area.
- Students at UW-Stout will feel good about helping out and will continue to do community service.



Impacts of doing Nothing

- Interfaith Food Panty will have a lower supply of food to donate to needy families.
- Families will continue to suffer from food shortage and the economic crisis will take an ever bigger toll on them.
- Tax payers will need to support a growing amount of hungry children through the school system. (Free school lunches, breakfast)
- Without this project, the Interfaith Food Panty will not have as many food pantry items to distribute to the low income families in Dunn County.

Project Deliverables

- Non Perishable Food Items
- Project Charter
- MS Project Form
- Presentation



Assumptions & Dependencies

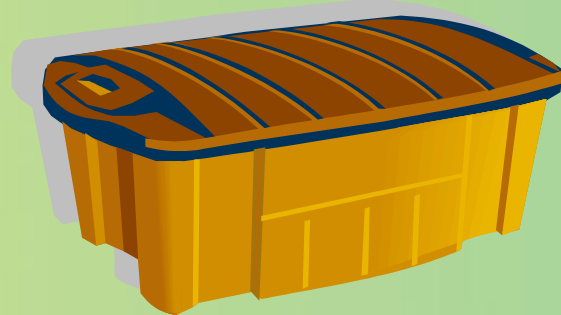
Assumptions

- People will bring in food items
- We can reserve space for drop boxes
- The food bank will accept our donations



Dependencies

- People will donate items
- Professor Olson will allow the project management class to participate in the Food Drive
- UW-Stout will allow us to place collection bins in the MSC.



Risks

- Theft

- People stealing from food drop off bins.
- Likelihood – Low; Severity - High
- Preventative: Have lids with can/box shaped holes for drop off or place bins in high traffic areas so people will be less likely to steal



- Lack of Participation

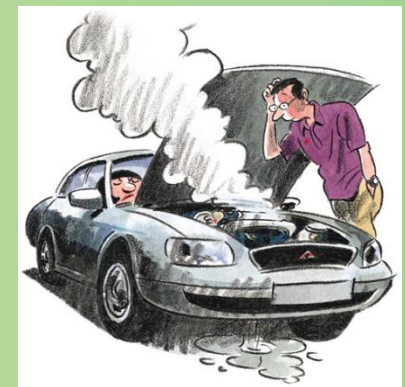
- Individuals are not willing to donate food pantry items.
- Likelihood – Low; Severity – High
- Preventative: Advertise food collection, discuss with Professor Olson about extra credit provided to students who bring in food items

- Food donated is out of date.

- Likelihood – High; Severity - High
- Once food is collected, volunteers check for outdated food.

- Unable to drop off food pantry items.

- Likelihood- Low; Severity- High
- Call ahead and arrange drop-off times



Critical Success Factors

- Approval of Diane Olson
- Approval by MSC Staff
- Student Participation



Change Management Process

- Changes to the project scope and deliverables were managed by Chelsey and Claire.
- All changes are included in an updated and approved Project Charter and the changes have been made to the Microsoft Project Log.



Project Schedule

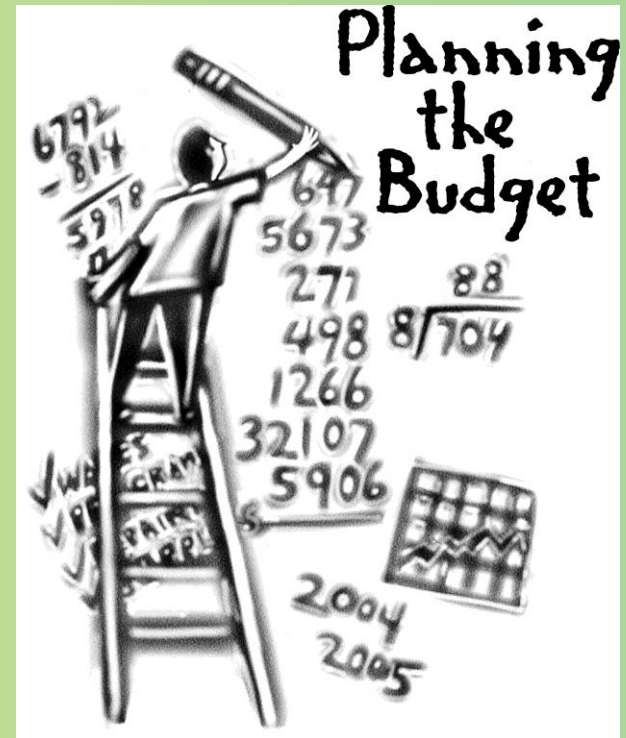
Start Date: March 9, 2010

End Date: May 6, 2010



Project Costs

- Food Bins - \$2.11



Lessons Learned

- Mixture of face-to-face and electronic communication helps make projects run efficiently
- Be open-minded
 - New Tools
 - New Templates/Forms
- MS Project is a useful tool when you have a good understanding of what tools/options it has to offer
- Keep helping your community to help change those around you
- Even with incentives, people will still not always contribute
- Keeping information for a project organized can be difficult when you have a large project to work on with a variety of different programs/templates

Project Totals

- AM Project Management Class: **81 items**
- PM Project Management Class: **50 items**
- MSC: **89 items**

Total: 220 items

(30 items short of our goal)



QUESTIONS?



Thank You for Your Time!