

# CCI Hackathon Project Report

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## Project Charter

### What

A 24-hour hackathon will be hosted in the Goldstein Library at Florida State University (FSU). It will be open to all FSU students, in which they will be participating in a variety of events such as learning concepts pertaining to different programming languages, networking and security, and web development. This event is intended to promote awareness of various technologies and provide exposure to individuals who express an interest in information technology.

### Why

FSU's College of Communication and Information has a plethora of talented students and faculty. However, many of them are not aware of their full potential. This Hackathon aims to help people coming from a variety of talents and backgrounds to come together and learn, teach, and innovate together. Amazing ideas come out of hackathons, and many people can benefit from the creation and collaborations of ideas. Our participants will benefit from this by having their ideas drawn out, and the greater community will benefit from the ideas that these people create.

### When

Although there is no scheduled date, the hackathon will likely be in the fall. The details of the project need to be completed for the hackathon to be a success. We need sponsors, prizes, marketing, team registration, a venue, planning, and whatever needs to be done before the date of hackathon.

### How

A project team will be formed to plan and create the hackathon. We will acquire a venue to hold the event. Also, we will be searching for sponsors to help fund and contribute to the hackathon.

The sponsorships will help with any expenses (e.g., food and prizes). The hackathon will be advertised around FSU's campus to promote the event.

## **Who**

We believe holding a hackathon through the CCI would be wonderful, so we decided that we will spearhead the project. Also, professors John Marks and Ebe Randeree, sponsors and stakeholders in the project, will draw in participants and volunteers through the Jane and John Marks Foundation and the CCI.

## **Resource Limitations**

The greatest limitation we will be facing is the time constraint over Summer Semester which will ultimately affect the quality of our project. With only 6 weeks to fully develop a plan and hackathon event we will need to use our time wisely in order to plan the event quickly to leave time for promotion. We plan to cover the costs of the hackathon through the use of sponsorships and FSU funds.

# **Communication Plan**

## **Introduction**

This document provides a summary of the communication plan for the CCIdeas Hackathon. It includes a list of the main audiences for this project, the goals for each of those audiences, the method(s) used to reach of the audiences and the timing of the communications. In many cases these communication activities will be included and described further in the project's work breakdown structure.

## **Audiences**

*Sponsor (or other audience):*

The intended sponsors for this hackathon include the College of Communication and Information, Florida State University, and others to be determined.

## **Goals**

- The goals of communicating with both CCI and FSU are to receive funding, recognition, and promotion of the hackathon itself.

## **Method**

- We will be reaching out to CCI and FSU through administrative staff members by methods of phone and email in the months preceding the event. Specifically, we will be

discussing funding methods with Ebe Randeree, the associate dean of Finance and Information, and John R Marks IV, an associate in Information Studies. We intend to receive more concrete plans prior to Fall of 2016.

#### *Project Team:*

The team in charge of this project include, but are not limited to, students in the IT Projects course of Summer 2016, which are mainly comprised of IT and ICT students.

#### Goals

- The goals of this team is to communicate cohesively and assure work is distributed efficiently in order to produce a hackathon meant specifically for students with a desire to learn about IT.

#### Method

- The team will be communicating with each other through Facebook, Facebook group chat, Google Docs, Group-me, and in-class meetings. Collaborations will take place twice a week, with virtual chat taking place constantly.

#### Comments

- As the ideas for this hackathon become solidified, our communication plan will be updated.

## **Scope**

### **Goal Breakdown Schedule**

1. Increase excitement for technology and coding
2. Grow awareness for the programs offered in the CCI
3. Establish a yearly CCI Hackathon

### **Work Breakdown Schedule**

1. Initiation
  - A. Gather team for project

- B. Hold initial meeting
- C. Create project charter

## 2. Planning

- A. Hold meeting for planning
- B. Establish a venue for the Hackathon
  - I. Talk to the head of the Goldstein Library
- C. Establish a date for the event.
  - I. Touch base with Communication and Information faculty and staff in order to facilitate the booking of a venue, communicating with potential sponsors, and establishing dates and times.
- D. Establish a schedule
- E. Break down responsibilities so everyone has a job
- F. Make list of potential guest speakers
- G. Create social media accounts (Twitter, Facebook)
  - I. Create plan for advertising the Hackathon
- H. Create marketing materials
  - I. Physical and digital
- I. Create logo/branding for the Hackathon
- J. Distribute marketing materials
  - I. Online
  - II. Fliers
  - III. Tabling
- K. Contact local media and press
  - I. Press release
- L. Make list of workshop ideas
- M. Make list of companies to contact for sponsorship
  - I. Contact said companies to see if they want to sponsor the Hackathon
- N. Contact businesses and organizations, give presentations
  - I. Request for proposal
- O. Plan activities
  - I. Work Breaks
  - II. Games
    - 1. Video games
    - 2. Board games
- P. Decide on food
  - I. Catering
  - II. Pizza
- Q. Secure transportation for guests and materials
- R. Health and safety plan

- I. Hand sanitizer
- II. First aid kit
- III. Emergency plans
- S. Contact other groups for ideas and suggestions for the Hackathon
- T. Set a budget
- U. Other budget related things
  - I. Cost sheet
  - II. Operating costs
  - III. Sponsorship donations
- V. Make nametags for event operators

### 3. Execution

- A. Purchase all materials needed for event
- B. Purchase prizes for event
- C. Arrange security
- D. Prepare venue for Hackathon
  - I. Day before, and check the morning of the event.

### 4. Control

- A. Make sure everything is on schedule at for Hackathon to take place on set date
  - I. Planning, buying food, prize, etc. should all be done in advance
- B. Delegate event roles
- C. Monitor safety during Hackathon
- D. Make sure everyone is fed

### 5. Closure

- A. Announce winners
- B. Distribute prizes
- C. Thank everyone
- D. Balance budget
- E. Go out and celebrate successful event

## Risk Management Plan

Risk	Prob.	Impact	Product	Mitigation	Task Changes
Not securing venue	Low	High	No Hackathon	Delay Hackathon, Landis Hacks (relocate)	yes, secure a different venue
Lack of sponsorship	Medium	High	No Money	Find alternative funding sources	no
Food Delivery doesn't arrive	Low	High	No Food	Buy Food	yes, find new food places
No prizes	Medium	Medium		Connection to Potential employer as an alternative, Non-monetary prize alternatives	yes, Shorten Award Ceremony
Low attendance	Medium	High	More Individual Attention	Advertising Blast, Quick Campaign	yes, Increased Advertising tasks, Postpone Hackathon, focus all resources on recruiting
Venue overbooked	Low	High		Delay Hackathon, Landis Hacks (relocate)	yes, secure a different venue
Lack of Mentors	Medium	Medium-Low	Less Individual Attention	Online Programs (Youtube, Codeacademy), Increase other entertainment resources	yes, train Hackathon team member to be education alternative
Inclement Weather	High	Low	Less Attendace		no
No Publicity	Low	High	Less Attendace, Less Funding	Advertising Blast, Quick Campaign, Word of mouth advertisement	yes, Increased Advertising tasks, Postpone Hackathon, focus all resources on recruiting
Scheduling Conflicts of team	High	Medium	Confusion, smaller - less efficient team	Communicate effectively and provide everyone with the same training	no
Lack of advertisement	Low	High	Less Attendace, Less Funding	Advertising Blast, Quick Campaign	yes, Increased Advertising tasks, Postpone Hackathon, focus all resources on recruiting
Lack of interest	Low	High	Less Attendace	Advertising Blast, Quick Campaign	yes, Increased Advertising tasks, Postpone Hackathon, focus all resources on recruiting
Not Enough Technological Resources	Medium	Medium		Donations, Share, Increase Talks and entertainment	no
Not enough Food	Medium	Medium	Hungry people	Share, Limit portions, BYOF, go to Suwanee	no
Power Outages	Low	High	No technological resources	School Generators	yes, postpone event, find alternative power sources, find alternative entertainment
Lack of security	Low	Low	Decreased safety	Call FSUPD, Volunteer security	no
Belligerent behavior	Medium	High	Disgrunted participants	Call Security, Call FSUPD	yes, focus resources on proper handling of beligerant individual

## Budget

- Food: 3 meals each (Ex: Donuts & Coffee, Pizza, Hamburgers) **\$600**
- Prizes: **\$350**
- Technology: **\$1,000**
- Flyers/Online Advertising: **\$50**

**Total: \$2,000**

## Handoff and Closeout

Executive Summary:

This report provides an analysis and evaluation of our project which has a main goal of hosting a Hackathon open to all Florida State University students where they would have hands on learning experience with old and new technologies. We initiated the project by forming a

team and holding meetings to discuss, plan and work on a project that everyone came into agreement of working on. The team continued to have further meetings after class lectures to plan for our Hackathon event. Planning consisted of establishing a date, venue, sponsorship/funding, volunteers and advertising/promotion. Team members were assigned in groups to handle the things that needed established. After a few discussions, it was decided that the Hackathon would be held at the Goldstein Library at Florida State University on October 8th, 2016. A list of potential sponsors and volunteers have been made for the event. So far, we have decided on the general details for our event such as location, budget and date. As October approaches, we anticipate to solidify more funding, advertising, and scheduling for the event.

## **Project Goals and Assessments**

### **Project Goal: Funding**

We currently have no funding as of yet. We have to schedule to meet with the head of the CCI department to discuss ways of receiving funding.

### **Project Goal: Team Meetings**

Team meetings have been successful. We have been meeting after class to work on the Hackathon. Each team member has been assigned a particular piece of the project to work on. Communication has not been a problem as we all message and stay connected with each other through our Facebook group.

### **Project Goal: Location**

We decided that the most reasonable location would be at Florida State University in Tallahassee, FL.

### **Project Goal: Advertisement and Promotion**

No advertising or promotion has started for the event just yet. Social media accounts have been set up for the Hackathon for additional promotion and advertising for the event

### **Project Goal: Venue**

The Goldstein Library was selected to hold the CCIdeas Hackathon event. Our next task is to go speak with whomever is over Goldstein and secure the building for the day(s) of our event.

### **Project Goal: Sponsors/Volunteers**

At this point, No sponsors or volunteers have been acquired yet.

### **Project Goal: Event Date**

Event Date has been set for the month of October.

### **Project Goal: Event Itinerary**

Once all sponsors are on board and we have a concrete number on funding, we will then map out the event and how the schedule of it will be set for the 24 hours that it will run.

## **Hand-off Plan**

In order to successfully hand-off our project plan, it's crucial to identify what we have accomplished so far and what we still have planned to complete our project.

### **What we've Accomplished**

1. Established a team for the Hackathon
2. Created project charter
3. Held initial meeting
4. Established Goldstein library as our venue for hackathon
  - A. Andrew received permission from the head of Goldstein to have the hackathon in the library.
5. Established plan for food
  - a. Coffee and donuts in the morning
  - b. Pizza in the afternoon
  - c. Burgers in the evening
  - d. \$600 Budget for food
6. Established a plan for health and safety
  - a. Buy hand sanitizer
  - b. First aid kits
  - c. Emergency contacts
  - d. Walkie –Talkies

7. Set a budget for the Hackathon
  - a. \$2000 total budget
  - b. \$600 for food
  - c. \$350 for prizes
  - d. \$1000 for technology
  - e. \$50 for fliers
  - f. Any extra funding would go towards better prizes
8. Nametags for event staff

### **What we plan to do next**

1. Finalize date with Goldstein library
2. Establish a more concrete schedule for the event
3. Delegate responsibilities during the hackathon
4. Make a list of guest speakers and contact them to see if they would like to speak at our hackathon
5. Create social media accounts to advertise the hackathon
6. Create marketing materials
  - a. Fliers
  - b. Digital advertisements
  - c. Distribute marketing
  - d. Contact media about hackathon
7. Create logo and branding for our hackathon
8. Make list of workshop ideas and develop workshops for the hackathon
9. Make list of sponsors we can each contact
10. Contact sponsors and ask for funding and sponsorship for the hackathon
  - a. Create a presentation to show the sponsors
11. Secure transportation for guest speakers, food, and other materials needed for hackathon
12. Make nametags for all of the staff

### **Execution of Hackathon**

1. Purchase materials and prizes for the event
2. Arrange for security for the event (FSU PD, TPD, etc. )
3. Prepare venue for hackathon
  - a. Make sure computers are working
  - b. Set up tables for food and computers
  - c. Put up signs and banner
4. Carry out hackathon
  - a. Establish teams
  - b. Bring out guest speakers
  - c. Make/order/get food

- d. Judge the competition
- e. Distribute prizes
- f. Thank everyone for coming
- g. Clean up after everyone
- h. Celebrate successful hackathon

## **Lessons Learned Report**

Our team has gained a substantial amount of knowledge pertaining to project management and the skills necessary to be successful when constructing a large scale, collaborative event such as a hackathon. The process of establishing a plan for the hackathon class has given our team valuable experience in regards to various documents required in a project plan such as learning how to construct a project charter, goal breakdown schedule, work breakdown schedule, project schedule, and project budget. In addition, learning how to construct a Gantt chart was a valuable tool to our overall success in planning the hackathon as it provided a visualization of the progression of our project, giving our team the ability to be more accurate in precise in our plan in regards to project risks and how to monitor and control the output of project tasks.

The process of planning a hackathon has illustrated how each component of a project management proposal continues to build on the previous component, emphasizing the importance of accuracy in each phase. The process of planning this hackathon has provided a foundation for learning more about project management while also demonstrating the amount of time, effort, and detail required in planning a project of this magnitude from constructing the project charter to completing the closeout and handoff.