

UNT Information Systems Fair 2021

Project Plan



Prepared exclusively for:
UNT Department of Information Science

by:
INFO 5306 Spring 2021 Group 8

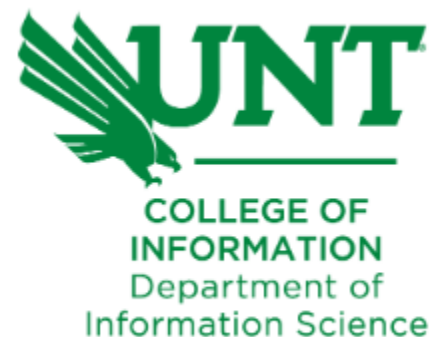


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Document Preparation

This report is being submitted for INFO 4306/5306 Spring 2021 on behalf of Group 8 to include:

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Project Scope

Overview

Times are tough. We understand. With unemployment rising during a second wave of the current global pandemic, career opportunities are a lifeline for many. The University of North Texas' College of Information is educating and shaping the students of today who will be tomorrow's information technology workforce. It is these students who will be looking for that lifeline.

The UNT Department of Information Science is seeking to connect its students with local companies looking to fill IS roles in their organization. UNT is planning on hosting a two-day career fair on its campus and is seeking a project plan to cover all aspects of the event including project management and organization, vendor recruitment, on-site support, and post-conference evaluations. Our project management team is capable and qualified to manage this important undertaking.

Additionally, it is important that in the current COVID-19 pandemic climate that all local, state, and national recommendations are followed.

Project Stakeholders

Primary Stakeholder	UNT Department of Information Science	Project sponsor and owner
Secondary Stakeholder	Attendees (Student Job Seekers)	North Texas high school and undergraduate students interested in career paths within the broad field of information systems
Secondary Stakeholder	Exhibitors (Hiring Companies)	North Texas companies recruiting for Information Science positions

Project Requirements and Constraints

- Fair to be held on the UNT campus
- Fair to be held in the first week of August 2021
- Project budget up to \$50,000
- Minimum of 40 and maximum of 100 employers
- Ensure the health and safety of employers and job seekers
- Post-event satisfaction surveys
- Marketing support (online and social media)

Project Dates

Stage	Dates
Project Discovery	1/4/2021 - 1/22/2021
Event Planning	1/25/2021 - 4/16/2021
Event Pre-work and Coordination	4/19/2021 - 7/23/2021
Live Event	8/5/2021 - 8/6/2021
Post Conference	8/7/2021 - 8/27/2021

Proposed Location

The recommended venue will be UNT's Emerald Ballroom A & B which has a capacity of comfortably seating 280 people. As a standing-only event, there should be ample space to maintain social distancing while allowing traffic to move freely throughout the space.

Project Scope

To implement a successful career fair, this project will require securing an on-campus location, preferably indoors to mitigate weather variables, that can provide adequate social distancing and adherence to health guidelines for attendees and vendors. Once a suitable venue is sourced and agreed upon by the project owner, the logistics team will start recruiting company vendors to exhibit at the fair while developing a marketing plan to generate interest in attendees. While both vendor and attendee registrations are occurring, the team will focus on event-day tasks such as recruiting volunteers to assist with event parking, signage, furniture, security, crowd-management, food and beverage, and attendee experience. During the event, the team will run the show and volunteers and be present throughout the show to handle any stakeholder needs. At the conclusion of the event, the fair team will conduct post-conference evaluations with both the vendors and attendees. This data will be compiled into a report and reviewed with the client in a final debriefing.

Change Control Policy

As with any project, issues will come up from time-to-time. To protect us both, our team will provide the most detailed project plan possible that includes the activities to deliver your project on time and within budget. Should any unforeseen issues arise that are not included within this scope or the final project plan, they will be subject to change management. These issues will be reviewed and a suitable resolution decided on by the client and project managers which may result in additional costs and time.

Work Breakdown Structure

WBS #	TASK TITLE	TASK OWNER
1	Project Discovery	
1.1	Research	Project Team
1.1.1	Review project requirements	Project Team
1.2	Stakeholders	Project Team
1.2.1	Determine stakeholders	Project Team
1.3	Project Charter	Project Team
1.3.1	Develop Charter from requirements	Project Team
1.4	Project Initiation	Project Team
1.4.1	Get approval from stakeholders to initiate project	Project Team
2	Event Planning	
2.1	Project Scope	Project Team
2.1.1	Develop Project Scope from requirements	Project Team
2.2	Change Control Policy	Project Team
2.2.1	Develop appropriate policy for project scope	Project Team
2.2.2	Finalize Scope and Change Control	Project Team
2.3	Timeline	Project Team
2.3.1	Identify Milestones	Project Team
2.3.2	Develop timeline	Project Team
2.4	Venue	Event Team
2.4.1	Research options, costs, pros and cons, availability	Event Team
2.5	Budget	Project Team
2.5.1	Develop budget	Project Team
2.6	Marketing Plan	Marketing Consultant
2.6.1	Develop marketing campaigns	Marketing Consultant
2.7	Exhibitor Recruitment Plan	Event Team
2.7.1	Develop plan to recruit hiring companies	Event Team
2.8	Volunteer Recruitment Plan	Event Team
2.8.1	Develop plan to recruit volunteers	Event Team
2.9	Event Decoration	Event Team
2.9.1	Determine unified look/theme for career fair	Event Team
2.10	Finalize Planning	Event Team
2.10.1	Review and finalize all plans	Event Team
3	Event Pre-Work and Coordination	

3.1	Marketing	Marketing Consultant
3.1.1	Develop conference website	Marketing Consultant
3.1.2	Advertisements	Marketing Consultant
3.1.2.1	Run online ads	Marketing Consultant
3.1.2.2	Run email promotion	Marketing Consultant
3.2	Exhibitor/Attendee Management	Event Team
3.2.1	Sign up exhibitors	Event Team
3.2.2	Sign up volunteers	Event Team
3.2.3	Create post-convention satisfaction surveys	Event Team
3.2.4	Create attendee registration form	Event Team
3.2.5	Email reminders	Event Team
3.3	Venue Preparations	Event Team
3.3.1	Produce signage for event	Event Team
3.3.2	Meet with Venue Services	Event Team
4	Live Event (Show Days)	
4.1	Volunteer Coordination	Event Team
4.1.1	Assign duties to volunteers	Event Team
4.2	Venue Set Up	Event Team
4.2.1	Prep venue for exhibitor and attendee arrival	Event Team
4.3	Show Management	Event Team
4.3.1	Exhibitor check-in and welcome	Event Team
4.3.2	Participant check-in and welcome	Event Team
4.4	Venue Tear-Down	Event Team
4.4.1	Assist exhibitors with pack-up as needed	Event Team
4.4.2	Clear venue of trash	Event Team
5	Post Conference	
5.1	Post-Conference Evaluations	Event Team
5.1.1	Distribute attendee survey	Event Team
5.1.2	Distribute exhibitor survey	Event Team
5.2	Debrief with Stakeholders	Event Team
5.2.1	Create post-conference reports	Event Team
5.2.1.1	Create marketing reports	Event Team
5.2.1.2	Create attendance report	Event Team
5.2.1.3	Create satisfaction reports	Event Team

Project Schedule

WBS #	ACTIVITY	ACTIVITY DETAILS	ATTRIBUTES	START DATE	END DATE	LEAD	RESOURCES
1	Project Discovery						
1.1.1	Review project requirements	Review the clients' requests as a team to determine appropriateness of project, get answers to clarifying questions and incorporate feedback	Team meetings to review requests, email clients any questions, get feedback	1/4/2021	1/8/2021	Project Manager	Project Team
1.2.1	Determine stakeholders	Analyze project request to determine who is affected/impacted by the project, note primary and secondary stakeholders	Team analysis of potential stakeholders	1/11/2021	1/12/2021	Project Manager	Project Team
1.3.1	Develop charter from requirements	Based on the reviewed project request and stakeholders, write a project charter, deliver the charter to rest of the project team and to clients for sign-off	Write charter, email charter to team and clients	1/13/2021	1/15/2021	Project Manager	Project Manager
1.4.1	MILESTONE - Get approval for project	Confirm with clients that team understands the project and can proceed	Receive email confirmation from clients	1/18/2021	1/22/2021	Project Manager	Project Manager, Client
2	Event Planning						
2.1.1	Develop project scope from requirements	Meet with project team to review charter and requirements one more time, write the scope statement document for the project	Team meeting to review charter and requirements	1/25/2021	1/29/2021	Project Manager	Project Manager

2.2.1	Develop change policy for project scope	Write appropriate change control policy to manage scope creep, incorporate the change control policy into the scope document	Add change control policy to scope document	2/1/2021	2/2/2021	Project Manager	Project Manager
2.2.2	MILESTONE - Finalize project scope and change control	Review completed project scope and deliver to all stakeholders	Email project scope to team and clients	2/3/2021	2/5/2021	Project Manager	Project Manager
2.3.1	Identify milestones	Identify any key dates on the client's request (date of event), determine and list the key milestones for the project, determine if there are outstanding dates when team, clients or stakeholders are unavailable as resources, insert tasks into project management (PM) software	Schedule analysis, team meeting to write out key milestones and review schedule, data entry, email clients for schedule	2/9/2021	2/12/2021	Project Manager	Project Team
2.3.2	MILESTONE - Develop timeline	Assign dates to tasks based on available information	PM software entry for due dates of tasks	2/15/2021	2/19/2021	Project Manager	Project Manager
2.4.1	Research venue options	Determine venue options, cost, benefits/drawbacks, and availability	Research various venues, compile a document with findings	2/22/2021	3/5/2021	Project Coordinator	Project Team
2.5.1	MILESTONE - Develop budget	Develop a list of items/resources that need to be costed, call vendors and search online, compile costs into list	Complete cost analysis, research online resources, call companies for costs	3/9/2021	3/19/2021	Project Manager	Project Team
2.6.1	Develop marketing campaign	Find and select marketing company, contract to develop marketing campaigns for social media, high schools, universities and general public	Research marketing companies, hire company/freelancer	3/22/2021	3/26/2021	Project Coordinator	Project Team, Marketing Company/Free lancer

2.7.1	Develop plan to recruit hiring companies	Write plan for researching, inviting, and confirming exhibitors for the event (see Appendix A)	Team meeting to write plan for recruiting exhibitors	3/29/2021	4/9/2021	Project Coordinator	Project Team
2.8.1	Develop plan to recruit volunteers	Write plan for recruiting volunteers to assist in event execution	Team meeting to write plan for recruiting volunteers	3/29/2021	4/9/2021	Project Coordinator	Project Team
2.9.1	Determine unified look/theme for career fair	Research decorating options/costs, compile a document with findings, decide as a team which option to use	Research options, evaluate options, team meeting to decide	3/29/2021	4/9/2021	Project Manager	Project Team
2.10.1	MILESTONE - Finalize all marketing plans	Review all marketing and recruiting plans with project team any finalize and decisions, review plans to clients	Team meetings, documentation review, meet with clients for approval	4/12/2021	4/16/2021	Project Manager	Project Team, Clients

3 Event Pre-Work and Coordination

3.1.1	Develop conference website	Develop event website, add conference details, make site live	Web editing, set up event site account	4/19/2021	4/23/2021	Event Manager	Event Team, Conference website hosting account, marketing company/freelance
3.1.2.1	Run online ads	Meet with marketing consultant about the content, review proposals from consultant, approve designs, run Facebook and Instagram ads	Meetings with marketing consultant, sending emails, design approval	4/26/2021	5/7/2021	Event Manager	Event Team, Marketing Consultant, Facebook and Instagram accounts
3.1.2.2	Run email promotion	Meet with marketing consultant about the content and design, approve designs, obtain list of area high school career counselors and university career	Meetings with marketing consultant, sending emails, design approval	4/26/2021	5/7/2021	Event Manager	Event Team, Marketing Consultant, Project Team

		centers, send emails					
3.2.1	MILESTONE - Sign up exhibitors	Create a sign-up form for interested companies, compile a list of HR contacts at eligible exhibiting companies, email contacts to encourage to participate in career fair	Find contacts, write email request, email contacts, review sign-ups, follow up with exhibitors	5/10/2021	6/4/2021	Event Manager	Event Team, Google Forms account
3.2.2	Sign up volunteers	Create a sign up form for volunteers, post opportunity in Student Union and email to UNT IS students	Create sign up form, post info on Canvas, alert IS professors	6/7/2021	6/18/2021	Event Manager	Event Team, Google Forms account
3.2.3	Create attendee registration form	Create an attendee registration form in Google Forms, produce a QR code to load form (hands-free check-in for health reasons)	Create attendee form, produce QR code	6/21/2021	6/25/2021	Event Manager	Event Team, Google Forms account
3.2.4	Create satisfaction surveys	Develop survey questions; review survey questions with client, load questions into survey tool	Email survey to client for approval, create online survey	6/21/2021	6/25/2021	Event Manager	Event Team, Client, SurveyMonkey subscription
3.2.5	Email reminders	Email event details to participating exhibitors	Write overview email, send to exhibitors	6/28/2021	6/28/2021	Event Manager	Event Team
3.3.1	Produce signage for event	Design and print maps of exhibitor locations, welcome sign to career fair, purchase writable name tags and markers	Design collateral pieces, deliver to print company, pick up pieces	6/28/2021	7/9/2021	Event Manager	Event Team, Printing company
3.3.2	MILESTONE - Meet with Venue Services	Meet with venue operators to arrange Wi-Fi and beverage services for exhibitors, security for the event, parking information if necessary, health and safety options for social distancing and	Meet with venue operator, emails and calls needed	7/12/2021	7/23/2021	Event Manager	Event Team, Venue Operator

		hand sanitizing stations, finalize any remaining details					
4	Live Event (Show Days)						
4.1.1	Assign duties to volunteers	Meet volunteers an hour before event begins, explain duties needed for events, establish schedule for breaks	Meet with volunteers, create schedule	8/5/2021	8/5/2021	Event Manager	Event Team, Volunteers
4.2.1	MILESTONE - Prep venue for exhibitor and attendee arrival	Review room set-up with venue services, print and distribute Wi-Fi information to tables for exhibitors, print table assignments and place on tables, set out signage for event, set-up registration table	Room set-up, printing materials	8/5/2021	8/5/2021	Event Manager	Event Team, printer
4.3.1	Check-in exhibitors	Welcoming exhibitors and directing to table assignments, provide directions to services	Greet exhibitors, show beverage and restroom locations	8/5/2021	8/6/2021	Event Manager	Event Team, Exhibitors
4.3.2	Check-in participants	Welcome participants to registration table, have attendees scan QR code (located at reg table) on their mobile devices and fill in check-in form, write name on badge stock and place on lapel, direct into the career fair	Welcoming guests, technical assistance with form, directing attendees, answering questions	8/5/2021	8/6/2021	Event Manager	Event Team, Volunteers, badge stock, Google Form, markers
4.4.1	Assist exhibitors with pack-up	Assist exhibitors with collecting any items and thanking them for participating, checking for any items left behind	Assist exhibitors, direct volunteers	8/6/2021	8/6/2021	Event Manager	Event Team, Volunteers
4.4.2	MILESTONE - Clear venue	Remove signage that was set up, collect any event materials, clean up as required by venue	Collecting and removing items, dismiss volunteers	8/6/2021	8/6/2021	Event Manager	Event Team, Volunteers

5 Post Conference							
5.1.1.1	Distribute attendee survey	Send survey email to attendees in check-in database 24 hours after event	Export email address, load into SurveyMonkey	8/7/2021	8/13/2021	Event Manager	Event Team, SurveyMonkey subscription, attendee list
5.1.1.2	Distribute exhibitor survey	Send survey email to participating exhibitors 24 hours after event	Export email address, load into SurveyMonkey	8/7/2021	8/13/2021	Event Manager	Event Team, SurveyMonkey subscription, exhibitor list
5.2.1	Create post-conference reports	Review sources of data collected during the event, prep for analysis	Download data from various systems	8/16/2021	8/18/2021	Event Manager	Event Team, Marketing Consultant, Google Forms, SurveyMonkey subscription
5.2.1.1	Create marketing reports	Extract data from Google Analytics, create marketing report, deliver to and review with client	Analyze web traffic, produce report, email to client, meet with client	8/19/2021	8/27/2021	Event Manager	Google Analytics, Marketing Consultant, Event Team, Client
5.2.1.2	Create attendance report	Extract data from Google forms attendee check-in, email to clients	Produce attendance report, email to clients	8/19/2021	8/27/2021	Event Manager	Event Team, Google Forms, Client
5.2.1.3	Create satisfaction reports	Analyze data from SurveyMonkey to create attendee satisfaction reports, deliver and review reports with clients	Analyze results, write report on findings, email to client, meet with client to discuss	8/19/2021	8/27/2021	Event Manager	Event Team, SurveyMonkey subscription, Clients

Project Budget

ACTIVITY / ITEM	QTY / UNITS	COST PER	TOTAL	EXP TYPE	ESTIMATION METHOD
Project Manager	82 Hours	\$31.65	\$2,595.30	Operating	Avg Hourly: \$31.65 Indeed.com mdn: \$56,375 Glassdoor.com mdn: \$64,863 Payscale.com mdn: \$76,294
Project Team (1 Coordinator)	42 Hours	\$21.67	\$910.14	Operating	Avg Hourly: \$21.67 Indeed.com mdn: \$34,486 Glassdoor.com mdn: \$48,844 Payscale.com mdn: \$51,906
Event Manager (Team)	116 Hours	\$25.42	\$2,948.72	Operating	Avg Hourly: \$25.42 Indeed.com mdn: \$48,339 Glassdoor.com mdn: \$58,803 Payscale.com mdn: \$51,455
Marketing Consultant Services	4 Deliverables	<i>Varies (see Estimation Method)</i>	\$500.00	Operating	Used upwork.com for freelance marketing services: Event logo: \$150 Facebook and Instagram ad creation and placement: \$75 each Email promotion template creation and delivery: \$100 Website copy: \$100
Website Hosting	5 Month Subscription	\$23.00	\$115.00	Operating	Wix Pro online website https://www.wix.com/upgrade/website
Facebook and Instagram Ads	3 Month Run per platform	\$100.00	\$600.00	Operating	Set a \$100 budget per month ads on both Facebook and Instagram for 3 months leading up to the show.
Email Broadcast Service	2 Month Subscription	\$27.00	\$54.00	Operating	Two month subscription to a 5,000 contact email marketing account with MadMimi https://madmimi.com/service_agreements/choose_plan
Google Forms	1 Account	<i>Free</i>	\$0.00	Operating	Utilize Google Forms for online forms and connect to Wix site
SurveyMonkey Account	2 Month Subscription	\$75.00	\$150.00	Operating	Two month subscription for a Team account in SurveyMonkey https://www.surveymonkey.com/pricing/?ut_source=homepage&ut_source3=megamenu
Signage for event	4 Large Signs	\$160.00	\$640.00	Operating	4 large 4'x8' printed foam board signs with conference welcome, 2 floor maps, and COVID-19 safety guidelines. Quoted from Steward Printing in Dallas.

Writable Name Tags	1 Roll - 500 Pcs	\$8.29	\$8.29	Operating	Name tags for the incoming student https://www.amazon.com/Adhesive-Category-Kindergarten-Teachers-Warehouses/dp/B07W45QHST/
Markers for name tags	2 boxes	\$7.96	\$15.92	Operating	Sharpie markers to write on name tags https://www.walmart.com/ip/Sharpie-Permanent-Markers-Fine-Point-Black-12-Count/14138980
Purchase Printer	1 printer	\$199.99	\$199.99	Capital	Office Depot https://www.officedepot.com/a/products/7090587/Canon-imageCLASS-MF269dw-Wireless-Monochrome-Laser/
Printer Paper	4 reams	\$3.97	\$15.80	Operating	Copy paper for printers https://www.walmart.com/ip/Pen-Gear-Copy-Paper-White-500-Sheets/487634010
Disposable Face Masks / Gloves	10 boxes - 250 Masks	\$5.68	\$56.80	Operating	Disposable masks in the event a guest forgets their own https://www.walmart.com/ip/3-Ply-Earloop-Face-Mask-25-ct/397294933
Tape for marking floor	1 Roll	\$14.62	\$14.62	Operating	Floor Marking Tape https://www.walmart.com/ip/Floor-Marking-Tape-1-x-60-yds/30100279
Hand sanitizer stations	6 Stations	\$29.99	\$179.94	Capital	Hand Sanitizer Station stand https://www.amazon.com/Cleace-Automatic-Sanitizer-Dispenser-Refillable/dp/B08KFHT3XG/
Sanitizer for hand sanitizer stations	3 Gallons	\$19.99	\$59.97	Operating	Artnaturals Hand Sanitizing Gel https://www.amazon.com/Artnaturals-Sanitizer-Alcohol-Infused-Alovera/dp/B085FXRHH4/
"C" Batteries for hand sanitizer stations	1 Pack (24)	\$20.99	\$20.99	Operating	Batteries from Amazon https://www.amazon.com/AmazonBasics-Everyday-Alkaline-Batteries-24-Pack/dp/B07MWHQCPW/
UNT IS Student Volunteers	10 Students	<i>Free</i>	\$0.00	Operating	Will use students from the IS program as volunteers
Venue (UNT Emerald Ballroom A & B)	2 days	\$900.00	\$1,800.00	Operating	Capacity of 280 for A & B, Roundtable setup; 8+ hours = 1,800.00 this is the cost for reserving the venue for 2 days. AV is included in the price. https://studentaffairs.unt.edu/sites/default/files/university-union/documents/event-planning-and-scheduling-services/314_EmeraldBallroom_v3.pdf

Bottled water for vendors and working staff	200 bottles	\$1.50	\$300.00	Operating	Rationale: Approximately 40 vendors, 10 volunteers(?), 5- Project team; 5-Event team; extra water for an additional 15 people as needed. Total of 75 person who will drink 2 bottles of water each Click link of UNT Verde Catering Guide; pg. 30 (Beverages) https://dining.unt.edu/sites/default/files/verde-catering-guide_10-22-20.pdf
Snacks for vendors and working staff	12 cases	\$24.00	\$288.00	Operating	12 cookies per case or 1 dozen per case. 12 cases for 75 people (vendors, volunteers, extras) to have two cookies each. Click UNT Verde Catering Guide, pg. 27 (Desserts & Snacks) https://dining.unt.edu/sites/default/files/verde-catering-guide_10-22-20.pdf
Contingency fund	10% of Subtotal		\$1,147.35	Operating	10% contingency fund to cover unforeseen expenses
		Total	\$11,473.48		

Project Closure Checklist

ACTIVITY	PROJECTED CMPLT DATE	ACTUAL CMPLT DATE
Review project requirements	1/8/2021	1/8/2021
MILESTONE - Get approval for project	1/22/2021	1/22/2021
MILESTONE - Finalize project scope and change control	2/5/2021	2/5/2021
MILESTONE - Develop timeline	2/19/2021	2/19/2021
MILESTONE - Develop budget	3/19/2021	3/19/2021
MILESTONE - Finalize all marketing plans	4/16/2021	
MILESTONE - Sign up exhibitors	6/4/2021	
MILESTONE - Meet with Venue Services	7/23/2021	
MILESTONE - Prep venue for exhibitor and attendee arrival	8/5/2021	
MILESTONE - Clear venue	8/6/2021	
Distribute post-conference surveys	8/13/2021	
Create post-conference reports	8/18/2021	
Distribute final event reports	8/27/2021	
Payout vendors (event venue, marketing consultant)	8/30/2021	
Close down conference website and close Wix account	8/30/2021	
Close down open forms	8/30/2021	
Project and Event team wrap-up celebration	9/3/2021	

Lessons Learned

Buremo Mukama

- During the project, I learned to break down tasks into parts and assign to every individual member of the team which was very helpful because every team member had the opportunity to be directly involved and contribute to the project. It made the huge project more simple in less time.

Zena Patton

- A lesson learned would be in the stakeholder analysis and to include a student organization as a co-sponsor role. For example, if the project had a student organization as a sponsor/stakeholder, then the project team could have explored a list of venues that were free to student organizations. Also, AV services for the venue would have been free, too.
- Because there is only one sponsor, an academic department, the project could only receive the department pricing for a venue at UNT.

Alyssa Pope

- I enjoyed learning about the Work Breakdown Structure and Work Schedule because those two aspects really constitute the core of Project Plan and help make the overall planning process much easier. I also liked the prospect of all the definitions, concepts, order of events, timeline, lead, and resources collocated in two tables. It's a great way to keep everyone organized and on the same page, which can be difficult when a group is managing a large project.
- I also hadn't previously considered the importance of consciously including the stakeholders at key points throughout the project. I previously only really saw stakeholders as part of the end of the project, when we share our results and outcomes. I now understand the importance of including stakeholders' at the very beginning and making sure their needs, and not the project team's wishes, are what guide the project.

Robert Price

- I learned that there are typically several smaller details for every single action item I think of in a project. For instance, obtaining a printer is one thing but there is also ink and paper. Getting client sign-off is another action item but it involves meetings and emails and back-and-forth with the client.
- I also learned that a project charter can be used to describe a project quickly and get others up to speed. I have been a part of several projects that I have to explain from beginning to end when I bring on new contractors. A charter would have sped up that process.

Nagallapati Akhila Raju

- The best thing about this project was to know how the entire project management process works in detail.
- It taught me the importance of time and the setting of goals and objectives.
- I also learned to prioritize the goals which helped me in using my time.

- It helped me in dealing with problems and finding the solution creatively, thinking of new approaches and techniques as well.
- It taught me how to best work in a team.

Appendix A - Target Exhibitor List

Chosen for having information science positions or for currently having multiple IS openings.

American Airlines
BAE Systems
Carrollton Public Library
Collin Community College Library
Columbia College Library
Dallas Baptist University Library
Dallas College Library
Dallas Public Libraries
Denton County Law Library
Denton Public Library
Dice
Fort Worth Public Libraries
GM Financial
Haltom City Public Library
Hewlett Packard Enterprise
Hill College Library
HITRUST
Information Builders Inc
Intellicentrics
JPMorgan Chase Bank, N.A.
KPMG
Lake Dallas Public Library
Lewisville Public Library
McKinsey & Company
National Systems America, L.P.
North Central Texas College Library
OpenText WFO Software
PathGroup
Remington College Library
Southern Methodist University Library
Tarrant County College Library
Tarrant County Law Library
Texas Christian University Library
Texas Woman's University Library
Toyota
University of North Texas Department of Information Science
University of North Texas University Library
University of Texas at Dallas Library
UTA Fort Worth Library
Valukoda