

Project Management

# Paks 4 Pups

Madi Reiman

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8 September, 2019

Project Management Advisors  
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Dear Project Management Team,

For this semester in Project Management, I would like to focus on helping animals in shelters. I have had many experiences with animals such as owning them, fostering, as well as working at a dog and cat boarding and daycare facility. The reason I chose this topic is because of my background knowledge and love for animals. I would like to be able to help them get adopted and find their forever homes. I do know a lot about animals and the systems they are in, but I want to know more about the business side and promotion side. This is what I am going to mainly be focusing on and what will be my learning stretch.

My question is how can I help puppies in shelters get adopted to forever homes. I will be creating a starting kit for new puppy owners who adopt. It will have everything they need to get started with their new furry friend. My mentors are going to be Iesha Jury who has volunteered and helped with Hopes 4 Paws as well as Amanda Billings who is my boss at City Bark. I will also be talking to Cinnamon Sleight who is a sales representative for Petsmart.

Inside of the starting kit will be a food and water bowl, a small bag of food, training treats, two toys, and a dog tag saying where they were adopted from. All will be put into a cute bag for the adopters to take with them. This idea will help promote the adoption of the puppies at the shelter. This is authentic because I will be partnering with the Colorado Puppy Rescue who does not have anything like this.

I plan on working off of donations of money as well as supplies. My first deliverable will be done on September 13th. My second deliverable will be done September 27th, and my third and final deliverable will be done on October 11th. The final project will be complete on November 1st. This project will give me experience as well as time helping in the community. Once I have done it, I will be able to create other projects to help the community.

Sincerely,

Madi Reiman

## Project Objective

For the Paks 4 Pups project, I will be reaching out to the Colorado Puppy Rescue. If the Colorado Puppy Rescue does not work out, I will reach out to other animal shelters in my area. I would like to specifically connect with the Colorado Puppy Rescue because they do not have anything like this yet and people who are adopting puppies are more likely in need of supplies. I believe that in order for the puppy and the families to have the best start possible, they should be given the supplies to do so. By doing this, it is more likely that the adoption will work out. My project objective is to communicate with my community members and local stores to get donations and volunteers so that I can plan, organize, and set up puppy starter kits. I want this to be non-profit which is why I'm looking for donations and volunteers. Hopefully if Paks 4 Pups is successful, it is something I will be able to continue with and possible expand on.



## Task Analysis

- Reach out via email to animal shelters (Colorado Puppy Rescue)
- Create advertisements such as logo, social media, flyers, etc.
- Work with the shelter to plan and organize the kits
- Plan our budget, the worth of how much money I will need in things such as food, toys, & supplies
- Collect donations to help get started
- Set a date to go to event
- Order Supplies
- Create Kits
- Get list of volunteers that would be willing to help

# Research

## Will Colorado Puppy Rescue work with me?

**Student Madison Reiman**

10:35 AM (31 minutes ago)

Dear Colorado Puppy Rescue, Hello! I am a junior at Legend High School in Parker, Colorado. I am currently working on a project where I create ten starter kits

**Colorado Puppy Rescue**

11:04 AM (1 minute ago)



to me ▾

Hi Madi,

Thank you for contacting Colorado Puppy Rescue. I absolutely love this idea. What do you need from us for this project?

Please let me know.

Thanks,  
Christy Hess



## What kind of food does the Colorado Puppy Rescue use for their dogs?

Kirkland (costco) puppy food

## When do they need the kits by?

Any Saturday within my project's time frame



## Learning Targets

- I can write a professional letter of intent and put it into my project proposal.
- I can organize and professionally set up my project proposal to share my ideas with others who might be interested.
- I can write a professional email and contact Colorado Puppy Rescue.
- I can organize and have professional conversations to share my ideas with others who might be interested.
- I can create an easy and reliable way for people to do donate to my cause.
- I can create a professional logo for Paks 4 Pups.
- I can create and put together starter kits for the Colorado Puppy Rescue.
- I can manage my time to equal out the amount of work I am doing each day.
- I can create a flyer that will effectively attract customers for the Colorado Puppy Rescue.
- I can write a professional email to the people I want to reach out to .
- I can plan a budget spreadsheet that is organized and efficient .
- I can reach out to my community members to make what I'm trying to do well known by more people.

# Developmental Process

**Paks 4 Pups** ☆ Personal Private SR Invite

In Progress	Up Next	To Do
Contact Colorado Puppy Rescue	Contact local pet stores, small businesses, and community	Budget
Get project proposal turned in and revised	Logo and advertisements	Donations
+ Add another card	+ Add another card	Order Supplies
		Make kits
		+ Add another card

**Paks 4 Pups** ☆ Personal Private SR Invite

Finished	In Progress	Up Next
Contact Colorado Puppy Rescue ✎	DECA Written	Final Presentation
Get project proposal turned in and revised	Project Poster Board	+ Add another card 📄
Contact local pet stores, small businesses, and community	+ Add another card 📄	
Budget		
Logo and advertisements		
Donations		
Order Supplies		
Make kits		
Go to event		
+ Add another card 📄		

[Paks 4 Pups](#)

## Resources Provided

- City Bark Parker
  - Place for donation boxes
  - Peers that have background knowledge
  - Employees that could potentially volunteer in this project
- School
  - Teachers to help me reach out to places and community members
  - Friends/peers/students that could potentially volunteer in this project
  - Resources to help me in figuring out the best places to reach out to
- Outside Resources
  - Donations
  - Companies to donate toys/food/supplies
  - Colorado Puppy Rescue





# Financial Budget

First Idea

Paks 4 Pups Financial Plan						
Item	Store	Quantity	Price Per	Total	Overall Total	Notes
Dog Tag	<a href="https://www.dhgate.com">DHGate.com</a>	60	\$2.14	\$135.60	\$400.39	
Bag of Food	Donations	60	\$0	\$0		
Stuffed Toys	<a href="https://www.dhgate.com">DHGate.com</a>	60	\$1.49	\$89.40		*possibly donated
Kong	<a href="https://www.dhgate.com">DHGate.com</a>	60	\$2.09	\$126.40		*possibly donated
Bags	Amazon	60	\$23.99	\$23.99		*100 in a pack
Stickers	School	60	\$0.00	\$0.00		*make at school
T-Shirt	School/ Hobby Lobby	1	\$25.00	\$25.00		*make at school

Second Idea

Paks 4 Pups Financial Plan						
Item	Store	Quantity	Price Per	Total	Overall Total	Notes
Dog Tag	<a href="https://www.etsy.com">Etsy</a>	10	\$2.20	\$22.00	\$114.08	Free Shipping
Bag of Food	Costco	1	\$27	\$27		20lb bag
Stuffed Toys	<a href="https://www.amazon.com">Amazon</a>	10	\$1.99	\$19.90		Free Shipping
Kong	<a href="https://www.amazon.com">Amazon</a>	10	\$1.63	\$16.30		Free Shipping
Bags	<a href="https://www.amazon.com">Amazon</a>	10	\$0.53	\$13.99		Free Shipping
Stickers	School	10	\$0.00	\$0.00		*make at school
Training Treats	<a href="https://www.amazon.com">Amazon</a>	10	\$1.49	\$14.90		Free Shipping

Final Idea

Paks 4 Pups Financial Plan						
Item	Store	Quantity	Price Per	Total	Overall Total	Notes
Dog Tag	<a href="https://www.etsy.com">Etsy</a>	10	\$2.20	\$22.00	\$188.01	Free Shipping
Bag of Food	Costco	1	\$27	\$27		20lb bag
Stuffed Toys	<a href="https://www.pet-supplies.com">Pet Supplies</a>	10	Pack	\$33.70		Free Shipping
Kong	<a href="https://www.pet-supplies.com">Pet Supplies</a>	10	Pack	\$32.60		Free Shipping
Rope Toy	<a href="https://www.pet-supplies.com">Pet Supplies</a>	10	Pack	\$17.80		Free Shipping
Bags	<a href="https://www.amazon.com">Amazon</a>	10	\$0.53	\$13.99		Free Shipping
Stickers	School	10	\$0.00	\$0.00		*make at school
Training Treats	<a href="https://www.amazon.com">Amazon</a>	10	\$2.18	\$21.80		Free Shipping
Ziplock Bags	<a href="https://www.amazon.com">Amazon</a>	1	\$7.51	\$7.51		Free Shipping
Tax				\$11.62		

## Schedule of Deliverables

August 16, 2019 - Project Pre-Approval

August 23, 2019 - Project Proposal (with bibliography, timeline, deliverables, budget, etc.)

August 23 - 30 - Project Proposal Feedback

**Deliverable #1** due date - September 13 (emails and budgeting)

**Deliverable #2** due date - September 27 (sponsors and ordering)

**Deliverable #3** due date - October 11 (finished starter kits)

Project due date - November 1

Feedback, Reflection, Plan for Improvement - week of November 4

Portfolio/Project Poster - November 22

Project Presentations - Week of December 9

## Progress Evaluation Criteria

My performance will be measured by Ms. Tawzer and Mr. Jackson because they are the ones guiding this project management class. However, I can also get feedback from my Mom who has said she is excited to see where I take this project, as well as the people and places that I reach out to. I will also get feedback from my boss at work who has had past and present experiences with animal shelters. It will be decided based off of my work ethic and organizational and professionalism throughout the project. It will be decided whether a task has been successfully completed or not if I am able to check off a task on my Trello task page. In order to be successful, I will have to stay focused and dedicated, as well as professional and organized so that I'm keeping track of all the aspects that will go into this project and things that may arise later throughout the project.



## Extension

I will be creating a DECA Written in order to extend and improve my project. By doing this I will be able to share my project with others and I will be able to incorporate more content to my project. Not only will this help me reflect on what I did for my project, but it will also give me an idea of what I can do to improve not only this project, but other projects in the future. In completing a DECA Written, I am able to improve and add onto my project, as well as writing out step by step how to successfully complete a community giving project so that way future highschoolers and people in general will be able to continue on with giving back to their communities.

### Community Giving Project



PMCG

The Community Giving Project uses the project management process to raise funds or collect donations to be given to a cause/charity. Examples include food bank donations, homeless shelter donations, 5K's, sports tournaments, auctions, banquets, item collections, holiday drives, adopt a families, etc.

- [Guidelines](#)
- [Sample Event](#)
- [Penalty Point Checklist](#)
- [Statement of Assurances & Integrity](#)
- [Sample Video Presentation](#)