

Completed Milestones and Tasks				
Description	Date	Status	Owner	Comments
Stakeholder identification finalized	20-Oct-25	completed	Project Management	Project scope, objectives, and timeline finalized
Sponsor outreach started	28-Oct-25	completed	Project Management	Proposal prepared and approved for outreach
Marketing materials designed	10-Nov-25	completed	Marketing Team	Posters and social media content created
Social media campaign initiated	17-Nov-26	completed	Marketing Team	Campaign launched on Instagram
Upcoming Milestone and tasks				
Description	Date	Status	Owner	Comments
Execution of three student-run fundraising stalls	25-Nov-25	upcoming	Project Manager	Follow-ups ongoing with alumni and businesses
Hosting of one networking mixer event	25-Dec-25	upcoming	Marketing & Event Team	Stall dates and volunteers being finalized
Collection and documentation of funds	28-Dec-25	upcoming	Marketing & Event Team	Venue approval pending
On-campus promotional activities	5-Jan-26	in progress	Communications Support	Scheduled for week 4
Top Risks and Issues				
Issue	Impact	Action		Owner
Low student participation	Reduced stall revenue	Increased on-campus promotion and social media engagement		Marketing Team
Sponsor unresponsiveness or delays	Shortfall in sponsorship funds	Prioritize alumni sponsors and expand outreach list		Project Manager
Final approval required for stall and mixer venues	Event disruption	Arrange backup indoor venues		Project Manager