

PEO MISSISSAUGA CHAPTER

NETWORKING EVENT, 2011

Canadian Coptic Centre

24 September, 2011

The project had been initiated on the first days of May, 2011.

The Project Team is formed with following members and positions with certain tasks were assigned to execute on the volunteering basis:

<b>PROJECT MANAGEMENT TEAM (PMT)</b>	
<b>DESIGNATION</b>	<b>MEMBER'S NAME</b>
PROJECT SPONSOR	RISHI KUMAR
PROJECT MANAGER	JACK CHEONG
DEPUTY PROJECT MANAGER	CHERIF OUHOCINE
VENUE COORDINATOR	ARTUR AVETISYAN
PROMOTION COORDINATOR	MAHMOOD ILIPOOR
HOSPITALITY COORDINATOR	BUDHI KHAREL
MECHANDIZING COORDINATOR	JALIL SYED KAZMI
OFFICIALS COORDINATOR	NAMEER ABU KLAM

The Purpose of the Event had been formulized as to invite PEO members and guests from different industries to explore and build-up potential working relationship with each other as well as to encourage participants to find a mentors and become mentees.

The target date had been decided and fixed to be on September 24, 2011.

The Project Team regularly gathers to finalize what is done so far during that time. The Meeting Minutes were recorded and then the report had been delivered to the Project Chairman Mr. Rishi Kumar – Chair of Mentoring Program, PEO Mississauga.

The Project Team developed the Project Chapter, which was approved by the PEO and in which the following chapters were introduced:

1. Introduction
2. Project Objectives
3. Project requirements and Scope
4. Project Success Criteria
5. Deliverables
6. Milestone Summary

7. Budget Summary
8. Project Team Organization
9. Communication Plan
10. Procurement Plan
11. Contingency Plan
12. Responsibility and authority of Project Sponsor

The Project was implemented according to the approved Project Charter and each item of the Charter had been completely fulfilled, such as the following:

- Venue Selection
- Invitations to Participants
- Networking Event Flyer preparation and distribution
- Registration online and at the door before the event
- Food Catering
- Lucky draw
- Door gifts
- Networking Event Mix and Mingle Game
- Small Speeches
- Photography Services

On the day of networking Event expected number of participants (around 100 people) including representatives from invited companies, organizations, agencies as well as professionals from GTA attended.

**92% of the participants were either satisfied or very satisfied with the overall event.**

**Pictures of the PEOMC Networking/Mentoring Event 2011**

<http://s1225.photobucket.com/albums/ee399/PEONetwork/>

**Project Management Team Pictures for the PEO Networking Event 2011, Mississauga, ON, Canada**

