MALLORY CONNECTIONS PROJECT LIFECYCLE

	INITIATION		PLANNING		EXECUTION		CLOSE
PHASE	INTAKE	**INITIATION & Idea Sharing** General Family Call Notes	DESIGN Establish Project Team & Develop the requirements and design	**REVIEW / APPROVAL** Project/Event Scope	**Task Assignment** Within the Project team	**DEPLOY** Project Team Completes Tasks	**CLOSE** Project Execution has been completed
ACTIVITIES General Family Calls/Meetings	• Multiple calls were scheduled in 2023 with the focus of getting to reconnect with family as an important goal.	• Initiate Project Lifecycle • Core Team Members are identified: • Marni Fenwick • Melanie Fenwick • Sheila Whitaker **Fundraising ideas:** • Popcorn Fundraising • More fundraising ideas: TBD	• Project team discussion to confirm event planning.	• Keepsake giveaways • Family Calendar Project (Calendar design team)	• Previous Reunion Deployed fundraisers:	• Post-Project Completion Retrospective scheduled within 30 days
MTGS Project Team Meetings	• Planning Meeting 10/10/26 – 9:30 AM • Planning Meeting 01/09/27 – 9:30 AM • Planning Meeting 04/10/27 – 9:30 AM • Planning Meeting 07/10/27 – 9:30 AM • Planning Meeting 10/09/27 – 9:30 AM	• **Meeting on 10/10/26** Duration: 9:30 AM – 10:00 AM • **Suggestions & Ideas:** • Ongoing research for fundraising in ideas procured from China (Marni) • Tee Shirts (Shelia) • Cruise – Dates: TBD (Sheila) • Cruise in July 2027 dates: TBD (Researching). Also can still have a local family Picnic day (MD). • Consider family picnic day in Edgewater, MD (Marni/Melanie) • Consider the location where Sharon's Memorial service was held. (Sheila) • Day cruise from downtown Baltimore, MD (Sheila –will research) • Research if Baltimore offers a downtown Crawl to visit a few locations	• **Ideas Continued:** • Family style Bingo location with music (Marni – researching) • More ideas to be shared on the next planning call, 01/09/27 – 9:30 AM. • Structured games for kids • Ballon game • Escape room party (Research locations) • Field trip to D.C. African American Museum. Fundraising project months before the reunion date(s). (Need a Lead for this project) Superior Tours as a possible candidate.	• **TBD**	• Event(s)?	• Project Retrospective Meeting
DOCS Artifacts	• Meeting Minutes • Project Lifecycle	• Meeting Minutes • Project Lifecycle	• Meeting Minutes • Project Lifecycle	• Project Schedule • Project Lifecycle	• Finalize Project Schedule • Project Lifecycle	• Retrospective Report • Project Lifecycle • Closeout Project