

**Project Purpose**

Expose middle school girls to the career opportunities in the field of engineering and get them excited about how engineering is part of everyday life.

**Project Team Members/Roles**

Project Manager: Gets management support for implementation of the project; serves as project lead; tracks tasks and ensures they are completed on time; key contact for school.

Logistics Coordinator: Responsible for ensuring everything is prepared for the day of the event (materials for hands-on activity purchased, handouts copied, signage, etc.) and provides administrative support the day of the event.

Activity Leader: Woman engineer from the company that serves as lead for the day of the event (does engineering career presentation, leads hands-on activity or activities).

Activity Co-leader: Serves as second woman engineering role model and helps to run the hands-on activity or activities.

**Project Tasks**

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| Task | Due Date | Lead(s) |
| Get internal approval for iCAN event |  | Project Manager |
| Invite employees to be part of project team |  | Project Manager |
| Host first project team meeting:  --program overview  --roles  --project tasks |  | Project Manager |
| Outreach to school |  | Project Manager |
| Meeting with school |  | Project Manager  Logistics Coordinator |
| Host second project team meeting |  | Project Manager |
| Prepare and send student marketing brochures to school |  | Logistics Coordinator |
| Prepare and get approval from the legal department for permission form |  | Logistics Coordinator |
| Send permission forms to school |  | Logistics Coordinator |
| Check in with school to finalize plans and get a count on the number of students attending |  | Project Manager |
| Purchase materials needed for hands-on activities and snacks for students |  | Logistics Coordinator |
| Prepare engineer profiles about personal career paths |  | Activity Leader and Co-Leader |
| Prepare signage |  | Logistics Coordinator |
| Prepare and copy student and parent letters, famous engineers handout, and engineer profiles for the event |  | Logistics Coordinator |
| Prepare engineer profiles about personal career paths |  | Activity Leader and Co-Leader |
| Final team meeting |  | Project Manager |
| Host event!  \*make sure each participant brings a signed permission slip |  | All |
| Follow up with school to get feedback on the event |  | Project Manager |