Project proposal

|  |  |
| --- | --- |
| Project type | Applied |
| Project name | Search for and update of information about GSB alumni |
| Initiator | GSB’s Alumni Relations Unit |
| Project leader | Evgeniya Tibilashvili, a manager in the Alumni Relations Unit of GSB |
| Customer / rationale | The customer of the project is the Alumni Relations Unit of GSB. The project will create a file disclosing information about current careers and contact details of GSB’s alumni, and will facilitate alumni engagement and communications. |
| Goal | The goal of the project is to update contact and career details of GSB’s alumni. |
| Anticipated outcome, special or functional requirements to the outcome | As part of the project, the alumni data base will be reviewed against the objectives and requirements of the Alumni Relations Unit. The outcome will be an Excel spreadsheet containing an updated database of GSB’s alumni. |
| Requirements to participants and their roles in project team (for group activities) | * Good knowledge of MS Excel * Data analysis * Data search, recording and categorisation |
| Number of vacancies in the project | Up to 10 |
| Project assignment | 1. Work with the alumni data base 2. Search for information about alumni’s careers in open sources (including social media) 3. Search for information about alumni’s current contact details 4. Review of the resultant alumni data against the objectives and requirements of the Alumni Relations Unit of GSB 5. Structuring and formatting of the data base 6. Development of a post report |
| Student selection criteria | * Interest in project activity and work with large amounts of information * Analytical skills * Experience in data handling * Strong communication skills * Interest in contributing to the development of GSB |
| Project timing | *24 October – 24 November 2022* |
| Workload per participant (hours per week) | *20* |
| Number of credits | *3* |
| Final control tool | *Examination (for projects yielding 3 credits or more)* |
| Format of the deliverables to be evaluated | A single structured data base of all alumni of GSB; an analytical report and a presentation summarising the results of the project. |
| Educational results of the project | 1. Acquisition and development of data management skills; structuring, formatting and analysis of data 2. Acquisition and development of project work skills in terms of developing analytical materials like reports, spreadsheets and presentations 3. Development of soft skills necessary for group projects 4. Involvement of students in the work of the Alumni Relations Unit; development of the GSB alumni community |
| Detailed assessment criteria | Project = 0.8\*Data base + 0,2\*Report  The results should meet the following criteria:   1. Completeness and quality of the deliverables 2. Logic and conciseness of the presentation 3. Intelligent use of the initial array of data 4. Timing discipline |
| Possibility to re-take the examination for poor performers | Yes |
| Recommended educational programmes | Business Analytics and Big Data System |
| Location | 26/4, Shabolovska Street, Moscow or remotely |