

**Simulation Part 6: Final - Sewing Makerspace, Group 10**

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### Executive Summary

We are excited to showcase our three-part makerspace series, *Stitching Generations Together*, which will recruit senior citizen volunteers who possess advanced sewing skills to serve as instructors for novice library patrons, aged ten and up, that are interested in learning foundational sewing techniques. Together, novice and expert, will embark on this project that will culminate in the creation of a community quilt to be displayed in the library at a future date and time.

Our mission, which calls for inclusiveness, hands-on learning and the fostering of creativity, sustainability and community engagement, is what inspired *Stitching*. Our measurable objectives are to educate up to twenty-five patrons over the course of the series by providing them with access to: sewing machines, teaching them basic sewing skills such as machine operation, fabric preparation, stitching techniques and simple construction methods, while ensuring there are no reported safety incidents. Each program participant is encouraged to bring up to five pounds of their own textiles that will go toward the creation of the community quilt and thus successfully diverting up to forty pounds of textile from landfills.

The project will be implemented through collaboration among library staff and volunteer instructors and will proceed through five phases: acquiring equipment and materials, marketing and outreach, event preparation and training, hosting of the three program sessions, and ultimately displaying the completed quilt within the library.

The success of *Stitching Generations Together* goes beyond the creation of the final quilt itself, relying on the bonds that were shared between the senior instructors, library staff and novice sewing patrons. These intergenerational connections and newfound sewing skills will continue to benefit program participants for many years long after the program concludes.

## **Project Charter: Stitching Generations Together, A Sewing Makerspace**

### **Project Overview**

The library will host a makerspace event over three days that recruits and trains both current and new library patrons of varied age groups in quilt-making. Participants will be asked to bring one item of their own old clothing or other household fabric for the purposes of creating a community quilt (up to 5 pounds (lbs) of textile may be donated per person at this time). During the events, library assistants, library aides, and subject matter expert volunteer instructors will facilitate basic sewing instruction, provide access to two sewing machines, assist with pattern preparation, and support the stitching of the quilt's border. A librarian will be present during each session to provide program oversight, ensure safety compliance, and document the program for future reporting. The library will display the final community quilt as a textile art piece in the hosting library branch.

### **Scope**

The project proceeds in five phases: acquisition of required sewing machinery (purchasing), marketing to varied age groups (marketing), preparing the event space (preparing), hosting the programs (hosting), and displaying the community quilt (displaying). Making the sewing machines available for reservation or check-out after the event is beyond the scope of this project, but is an acknowledged ideal continuation. Recruiting volunteers for recurring presentations on the history of textiles is also out of scope.

### **Business Need/Purpose**

This interactive library program will allow patrons to learn meaningful skills that are both practical and sustainable. Mentors will teach library users basic sewing techniques while fostering intergenerational connections through fabric. Patrons will bring in their fabric mementos to be added to the library's community quilt, demonstrating how repurposing materials can transform discarded items into art. This will then be showcased in the library as a way to demonstrate the programs our library offers.

The project supports the library's mission to serve diverse age groups and strengthen relationships with community stakeholders by providing an inclusive, skill-building makerspace experience that encourages creativity, sustainability, and community engagement.

### **Measurable Objectives & Success Criteria**

Our program will educate 15-25 patrons over the course of three workshops on a) the basics of sewing, b) textile (fabric) and pattern selection, and c) execution of learned skills for the express purpose of creating a community quilt while diverting an estimated 30-40 pounds (lbs) of textile material from landfills. The program will be facilitated by library assistants and library aides, with instruction led by subject matter expert volunteer instructors with sewing experience. Due to staffing limitations, one librarian will serve in a supervisory role during each session, providing oversight, addressing safety or policy concerns, and documenting the program for evaluation and reporting purposes. Volunteer instructors and assisting volunteers will be selected based on relevant experience, ability to pass a background check, and availability to support the workshops. Success will be measured by:

- Participation of a maximum of 25 patrons across three workshops
- Completion and public display of one community quilt
- Diversion of an estimated 30-40 pounds of textile material from landfills

- Anecdotal feedback indicating participant interest in future makerspace or textile-based programs
- Successful program delivery with no reported safety incidents

At the end of the three-part series, participants should walk away knowing the basics of how to sew a quilt. This learned knowledge will enable them to continue personal projects at home or in the community. The final result will be a community quilt that will be displayed within the library for a fixed amount of time.

We will solicit input in the form of surveys from the voluntary instructors, patrons who participated and any pertinent library staff involved in the project. Comments from the survey will be reviewed by the Adult Services Librarian and the Community Quilt Sewing Makerspace project manager staff in order to see if this project is able to be repeated in the future.

### **Assumptions and Constraints**

The makerspace cannot exist without approval of funding for at least one sewing machine. Attendance at this 3-part sewing series must be sufficient to generate an entire quilt, but anticipated higher attendance rates necessitate the purchase of more sewing machines. Events that recruit senior community members assume that the community members have the means (transport, cost of transportation, etc.) to participate. The risk of injury from operating the equipment or a patron attempting to add unhygienic fabrics to the quilt could delay the one-day event.

### **Solutions**

Risk of injury with the sewing machinery increases if children are in attendance, and participation will be limited to patrons over the age of 10. Community organisations will be asked whether transportation is a barrier to participation; if yes, evaluate transportation options for senior community members. For flexibility, include in the original funding request for the sewing machines a process by which staff can request additional machines if attendance is expected to overwhelm two machines.

### **Deliverables**

- (1) Purchase of two sewing machines of intermediate quality, approximately \$500 in library funds
- (2) Approval of administrative costs up to \$100 for creation, printing, and mileage for community-wide posting of advertising flyers.
- (3) Confirmation of staff needed for day-of event management.
- (4) Facilities staff will need to ensure the displayed quilt is mounted safely.

### **Summary Timeline or Milestones**

- (1) Request for approval from the library administration for the purchase of two sewing machines
- (2) Establishing the event date and scheduling the makerspace area
- (3) Creating marketing flyers for older and younger demographics
- (4) Inform at least three community organizations serving senior community members of the event and assess interest
- (5) Preparing the makerspace and the event's agenda

- (6) Training librarians, library assistants, aides, by volunteer instructors on sewing machine use and safety
- (7) Hosting event 1: teaching sewing techniques
- (8) Hosting event 2: determining the pattern
- (9) Hosting event 3: stitching the quilt
- (10) Completing and washing the quilt
- (11) Clearing a high-traffic wall space and mounting the community quilt
- (12) Compiling attendance records and anecdotal feedback
- (13) One-month follow-up review on whether the event preceded an increase in age diversity across other library events participants

### **Internal Stakeholders**

- Department head
- Library budget managers
- Library branch manager
- Board of Supervisors, City Council
- Adult services librarians
- Outreach librarians

### **External Stakeholders**

- Regular participants of existing library programs
- Prospective participants in existing library programs
- Senior community members
- Community members aged 10 to 40
- Subject Matter Expert (SME)-Event Instructor/Mentor Volunteers

### **Project Approval Process**

- (1) Library supervisors review the project charter and designate project managers
- (2) Project managers prepare and present approval for expenditure of library funds for sewing machines and miscellaneous costs
- (3) Project managers propose event dates and request use of makerspace area from the hosting library's branch manager
- (4) Project managers designate staff to design flyers and approve resulting design for posting and distribution by outreach librarians
- (5) Project managers schedule a training session for staff teaching during the event and, if no staff can train, approve a training tutorial from an external source.
- (6) Project managers create and approve the agenda for each day of the event
- (7) Library branch managers approve the location to display the quilt. If necessary, project managers present a request to library administration to display the art in the library.
- (8) Library administration will determine the final disposition of the completed quilt following the display period, including options such as archival retention within the library, donation to a local museum, or auction to support a community charity, to ensure the quilt remains in use and does not enter the waste stream.

### **Scope Statement**

The Sewing Makerspace project supports the public library's mission to provide inclusive, hands-on learning opportunities that promote creativity, sustainability, and community engagement. By offering a three-part sewing series focused on quilt-making, the program encourages intergenerational participation while addressing textile waste through reuse and repurposing. The project also allows the library to evaluate interest in future textile-based makerspace programming.

#### **Deliverables**

- Acquisition and setup of two intermediate-quality sewing machines
- Planning and execution of a three-part sewing makerspace series
- One completed community quilt
- Publicly displayed within the hosting library branch
- Attendance records, photos, and participant feedback for evaluation purposes

#### **Project Exclusions**

- Ongoing or recurring sewing classes beyond the three-section series
- Sewing machine checkout or long-term reservation service system
- Advanced sewing instruction beyond beginner-level techniques
- Permanent textile exhibitions or long-term archival processing of the quilt

#### **Acceptance Criteria**

- All three makerspace sessions are conducted as scheduled
- Library assistants, aides, and volunteer instructors are present and prepared
- The community quilt is completed and safely displayed in the library branch
- Participation reaches 15-25 patrons
- No safety incidents occur during equipment use
- Feedback indicates participant satisfaction and interest in a similar future program

### **Time Estimation Notes**

Our team estimated task durations by reviewing the finalized Work Breakdown Structure (WBS) and aligning it with the updated Gantt chart to ensure logical sequencing and realistic pacing for a three-part sewing series. To enforce the intergenerational aspect, tasks were grouped by project phase: materials acquisition, marketing and outreach (expanded to include our older adult and senior communities), staff and volunteer coordination, event execution, quilt display, and post-event evaluation. We extended the instructional timeline to reflect a more realistic makerspace environment, allowing adequate time for setup, safety review, guided instruction, user support, cleanup, and debrief. The display phase was also expanded to reflect its importance as both a culminating milestone and a marketing/outreach opportunity. Feedback collection was incorporated as a discrete task to support future reporting and program assessment.

In estimating durations, we assumed one librarian would be present for oversight and documentation, while library assistants, aides, and volunteer instructors would facilitate instruction and operational tasks. Resource constraints were considered by avoiding over-assignment to any single role and sequencing tasks to reflect typical public library staffing capacity. The Resource Assignment Matrix (RAM) was aligned with the WBS structure to ensure clarity of responsibility, distinguishing between primary and support roles. Chronological order was prioritized to maintain structural consistency across planning documents and teams.

### **Budget Estimate and Risk Register**

The total projected cost of the Sewing Makerspace project is \$2,401.30, including a 10% contingency reserve. Equipment and material pricing reflects current retail market rates from commonly used procurement platforms and manufacturers (Amazon.com, Inc., 2026; Brother International Corporation, 2026). Quilt fabric is assumed to be donation-based; if participant donations are insufficient, stakeholders or Friends of the Library may supplement materials at no additional project cost.

Labor estimates are based on California occupational wage data (U.S. Bureau of Labor Statistics, 2024) and are included to reflect full project cost transparency. Municipal facilities labor is assumed to be covered under existing city staffing allocations, though mounting hardware and preparation materials are included as direct project expenses. A 10% contingency reserve is incorporated in accordance with project cost estimation and risk management best practices (Gido et al., 2018; Project Management Institute, 2021).

### Quality Plan

The Quality Plan ensures that all project deliverables meet defined standards, align with library policy, and satisfy stakeholder expectations. Quality will be managed proactively through defined acceptance criteria, structured review procedures, and preventative controls applied to major project deliverables. An overview of the quality plan, based on the topic rather than the WBS order, is available in Appendix G.

### Major Deliverables

- 1.1.1 Purchase of two sewing machines of intermediate quality, approximately \$500 in library funds.
- 2.1 Approval of administrative costs up to \$100 for creation, printing, and mileage for community-wide posting of advertising flyers.
- 1.3 Confirmation of staff needed for day-of-event management.
- 5 Facilities staff will need to ensure the displayed quilt is mounted safely.
- 6 Debrief documentation

### Attain Materials

- **1.1 Purchase Order**
  - Quality Standards
    - Use PO template within library's accounting software.
  - Criteria for Acceptable Deliverables
    - Template is complete.
    - Dates are correct.
    - PO total is within approved budget.
  - Review & Approval Procedures
    - Budget and contingency are approved by library admin.
    - PO prepared by library assistant is reviewed and approved by organization's accountant/auditor.
    - Funds are released in the calendar month of items' delivery by library assistant.
  - Preventive Measures
    - Copy recent PO template for same vendor.
    - Promptly remedy errors flagged if accountant rejects the PO upon review.
- **1.1.1 Request for Sewing Machine**
  - Quality Standards
    - Review at least five "best for beginners" sewing machine lists and identify the highest recommended machines within budget.
  - Criteria for Acceptable Deliverables
    - Machines are within budget (about \$498).
    - Machines are highly recommended.

- Machines function upon delivery and come with a user manual.
- Review & Approval Procedures
  - Library aide proposes machine.
  - Library assistant approves purchase and confirms machine is functional and not defective.
- Preventive Measures
  - Backup machine is identified at beginning of search.
  - Vendor information is stored if replacements or additional machines are needed.
- **1.2 Schedule Room**
  - Quality Standards
    - Comply with hosting library's internal event scheduling policy.
  - Criteria for Acceptable Deliverables
    - Room must be large enough to host estimated number of participants.
    - The same room must be available for three consecutive weekends.
    - Hosting library must have sufficient space and be willing to display the completed quilt.
  - Review & Approval Procedures
    - Library aide estimates participants.
    - Library assistant assesses rooms.
    - Display capacity, and scheduling policies.
    - Library assistant schedules room.
    - Hosting library confirms reservation.
  - Preventive Measures
    - Library aide estimates a larger, not smaller, number of participants to be sure room is large enough to host.
    - Once hosting library confirms and marketing materials are created, a back-up space at the hosting library is identified in the event the room must be used for something else or is unexpectedly unavailable.
    - The oversight librarian is CC'd on scheduling requests and confirmation.
- **1.3 Request Staff**
  - Quality Standards
    - Staffing request complies with project Gantt chart.
    - Library aides and assistants are full-time, part-time and extra help staff must not exceed their allotted daily hours.
  - Criteria for Acceptable Deliverables
    - Staff scheduled no less than three weeks in advance to allow time for training.

- Review & Approval Procedures
  - Oversight librarian requests staff.
  - Branch managers confirm availability and scheduling.
- Preventive Measures
  - Extra library aide is scheduled on standby and trained in the event of sickness/emergency for other staff.
  - If any staff must travel from their branch to the hosting branch, confirm travel arrangements and travel reimbursement procedures, if necessary.
- **1.3.1 Background Checks**
  - Quality Standards
    - Organization's volunteer background check and patron safety policy.
  - Criteria for Acceptable Deliverables
    - All volunteers must have cleared a background check two weeks prior to the event start.
    - Documentation is stored securely and in accordance with the Library's retention policy.
  - Review & Approval Procedures
    - Volunteer application received.
    - Librarian approves application and issues letter notifying volunteer of background check.
    - Librarian performs check. Failed checks referred to organization's risk manager.
  - Preventive Measures
    - Solicit volunteers no less than one month before event day to ensure enough time to find alternate volunteers if background check fails.

## Marketing

### ■ 2.1 Flyers

#### ■ Quality Standards

- Flyer does not violate copyrighted images or content.
- Flyer should be accessible for library community.

#### ■ Criteria for Acceptable Deliverables

- Flyer is consistent with library's current marketing strategies (fonts, color themes, flyer templates).
- Flyer must be in at least two languages spoken in the service area.
- Printing must not exceed budget allotted (about \$90).

#### ■ Review & Approval Procedures

- Library aide contacts library's graphic designer.
- Outreach librarian confirms design and identifies posting locations.
- Library assistant posts.

#### ■ Preventive Measures

- Flyer design shared electronically with partner organizations in case insufficient flyers are printed from the outset.

### ■ 2.1.2 Social Media

#### ■ Quality Standards

- Organization's social media policy and applications' terms and conditions.

#### ■ Criteria for Acceptable Deliverables

- Text must include event dates/times/location.

#### ■ Review & Approval Procedures

- Library assistant creates and posts.

#### ■ Preventive Measures

- Draft post, review for accuracy of dates, times, and location prior to publishing.
- Schedule reminder posts one week and one day before each session.
- Post Internal post featuring data and feedback for each event and the makerspace as a whole.

### ■ 2.2 Senior Outreach

#### ■ Quality Standards

- Comply with Library's outreach policy and ensure communication is inclusive and accessible to senior community members.

#### ■ Criteria for Acceptable Deliverables

- Outreach materials distributed to at least three senior-serving organizations. Event details via flyer will be clearly communicated.

#### ■ Review & Approval Procedures

- Outreach Librarian to confirm outreach partners and distribution methods.
- Preventive Measures
  - Contact partner organizations at least three weeks in advance and confirm receipt of materials.
  - Maintain an interest contact list for follow-up reminders.

## Training

- **3.1 Debrief and Safety Meeting**
  - Quality Standards
    - Distribution of emergency response and safety plan, patron code of conduct, and workplace violence policies.
  - Criteria for Acceptable Deliverables
    - All staff and volunteers attend a safety briefing prior to the first session.
    - Safety procedures are reviewed and acknowledged.
  - Review & Approval Procedures
    - The oversight librarian leads the meeting and records attendance.
  - Preventive Measures
    - Safety documents distributed electronically prior to meeting.
    - Sewing machine safety is demonstrated at the start of each session.
- **3.2 Registration and Safety Waiver**
  - Quality Standards
    - Comply with the library liability waiver and patron privacy policy.
  - Criteria for Acceptable Deliverables
    - A signed waiver is prepared via sign-in sheet prior to activity start.
    - Registration list is maintained.
  - Review & Approval Procedures
    - Library assistant verifies completed waiver forms at check-in.
  - Preventive Measures
    - Bring additional printed waiver copies.
    - Maintain digital blank back-ups.

**Event Execution (3-Part Series)**

- **4.1 Set Up**
  - Quality Standards
    - Comply with workplace safety and do not purchase supplies with chemical reactions (e.g. bleach and vinegar).
    - All furniture is accessible for participants and moved to the planned arrangement.
  - Criteria for Acceptable Deliverable
    - Supplies purchased within budget, safely stored.
  - Review & Approval Procedures
    - Library Aide conducts pre-session safety check of equipment placement and cord management.
  - Preventive Measures
    - Use extension-cord covers.
    - Confirm that machines are unplugged until instructions begin.
- **4.2.1 Attendance**
  - Quality Standards
    - Follow the library data privacy and recordkeeping policy.
  - Criteria for Acceptable Deliverables
    - Accurate attendance record maintained for each session.
    - Waiver is confirmed before participation.
  - Review & Approval Procedures
    - Library assistant verifies attendance sheet at conclusion of each session, creating a digital record.
  - Preventive Measures
    - Provide backup sheets and pens at the registration table.
- **4.2.2 Instruction and Moderation**
  - Quality Standards
    - Instruction aligns with beginner-level sewing guidelines and established safety procedures.
  - Criteria for Acceptable Deliverables
    - Participants demonstrate an understanding of safe sewing machine operation before using the machine independently.
  - Review & Approval Procedures
    - The volunteer instructor confirms comprehension of safety prior to machine use.
  - Preventive Measures
    - Begin each session with a standardized safety demonstration.

- Maintain appropriate staff-to-participant ratio.
- **4.2.3 Feedback Survey**
  - Quality Standards
    - Survey aligns with project objectives and stakeholder information needs.
  - Criteria for Acceptable Deliverables
    - 3 structured questions evaluate event's success.
    - Feedback is collected from at least 70% of participants.
  - Review & Approval Procedures
    - Project team reviews survey responses during final debrief meeting and documents findings.
  - Preventive Measures
    - Distribute the survey during the final 10 minutes of the session.
    - Provide an anonymous submission option.
    - Provide pens and a Comment Card. Have extras.
- **4.3 Clean Up**
  - Quality Standards
    - Comply with workplace safety and facility reset policies.
  - Criteria for Acceptable Deliverables
    - All machines are unplugged.
    - Supplies are stored.
    - Room restored to original/reset position.
  - Review & Approval Procedures
    - The library aide performs a final walkthrough before leaving the facility.
  - Preventive Measures
    - Provide a Clean-Up Checklist for library aides.
    - This will aid in consistency across sessions.

## 5 Display

- Quality Standards
  - Comply with library display and facilities installation practices and policies.
- Criteria for Acceptable Deliverables
  - The quilt is securely mounted in an approved high-traffic location.
  - Label includes project title and acknowledgment of community participants.
- Review & Approval Procedures
  - Facilities staff complete installation.
  - The oversight librarian approves the final placement.
- Preventive Measures
  - Inspect mounting hardware prior to installation.
  - Confirm final display location before the quilt is secured.

## 6 Debrief Meeting

- Quality Standards
  - Conduct a structured review aligned with project objectives and success criteria.
- Criteria for Acceptable Deliverables
  - Documented list of lessons learned and recommendations for future programming.
- Review & Approval Procedures
  - Senior Librarian and Librarian Admin to review the summary and notes provided by the team.
- Preventive Measures
  - Schedule a debrief within one week of the final session to ensure accurate recollection or compile to present at the nearest department meeting.

### References

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Appendix

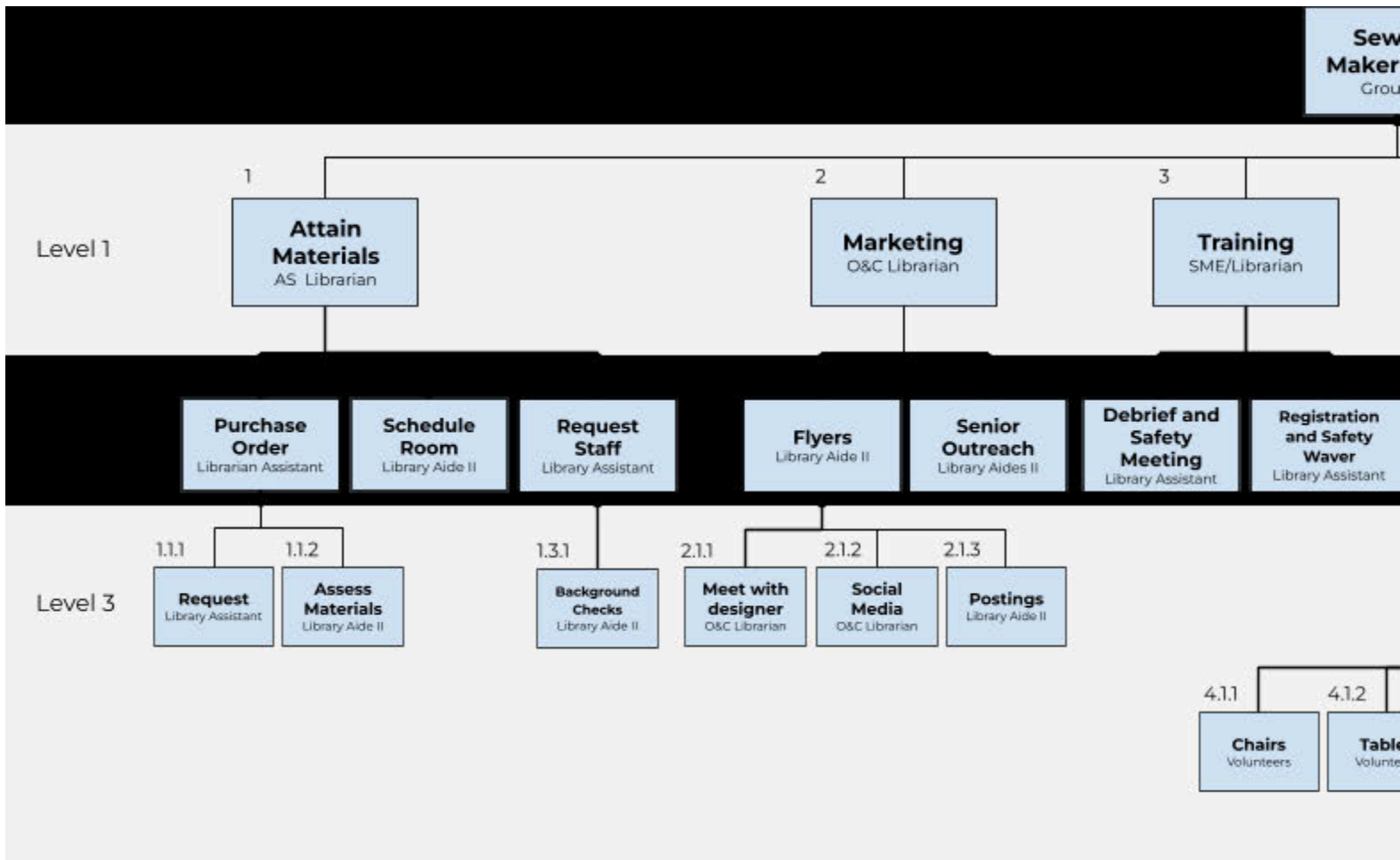
Appendix A

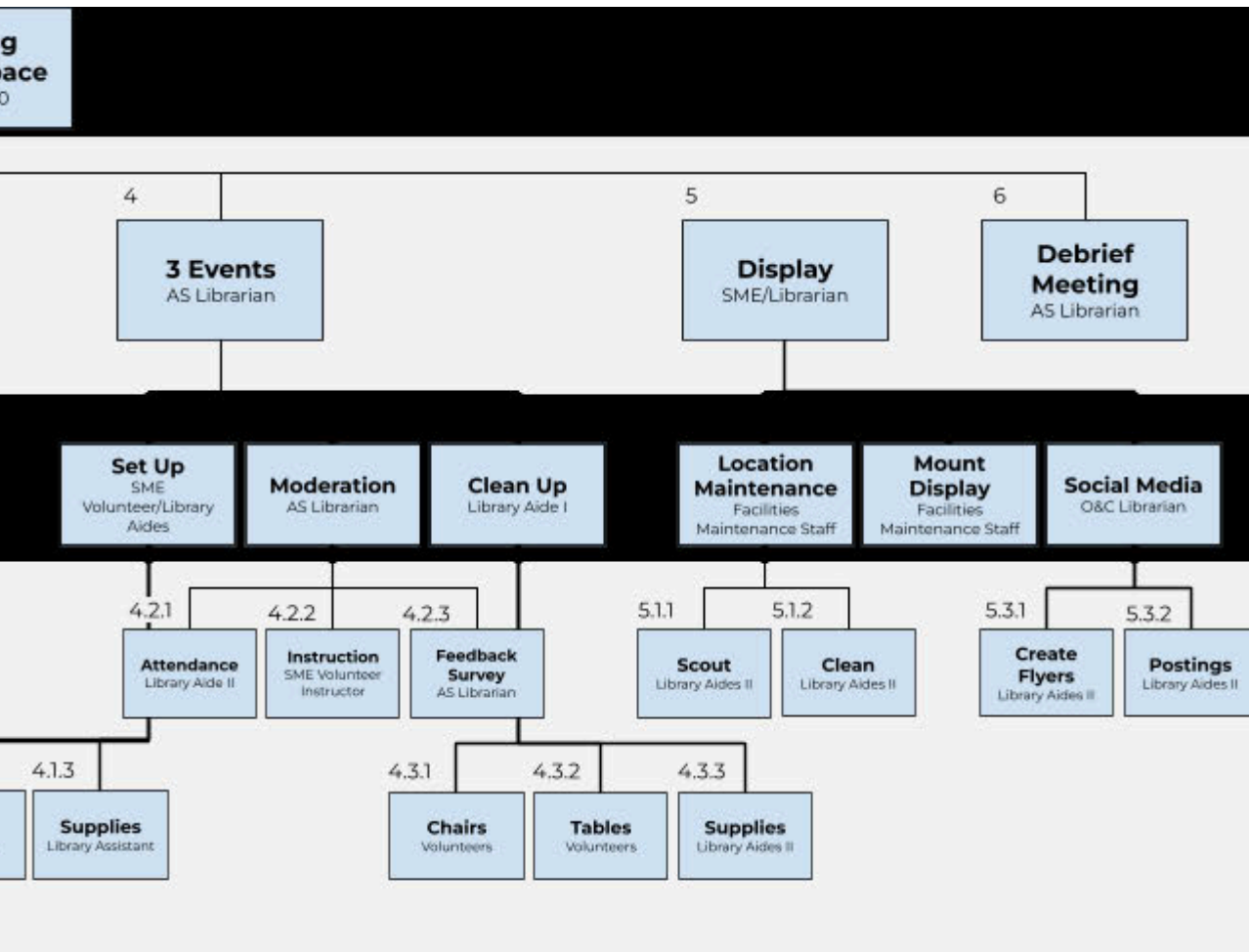
Work Breakdown Structure Diagram (WBS)

The project management team revised the original work breakdown structure (Figure A2) to align with the sewing makerspace requirements and to sequence project packages. The final WBS is robust and features eight project team members, a total of thirty-eight action items, and three levels (Figure A1).

Figure A1

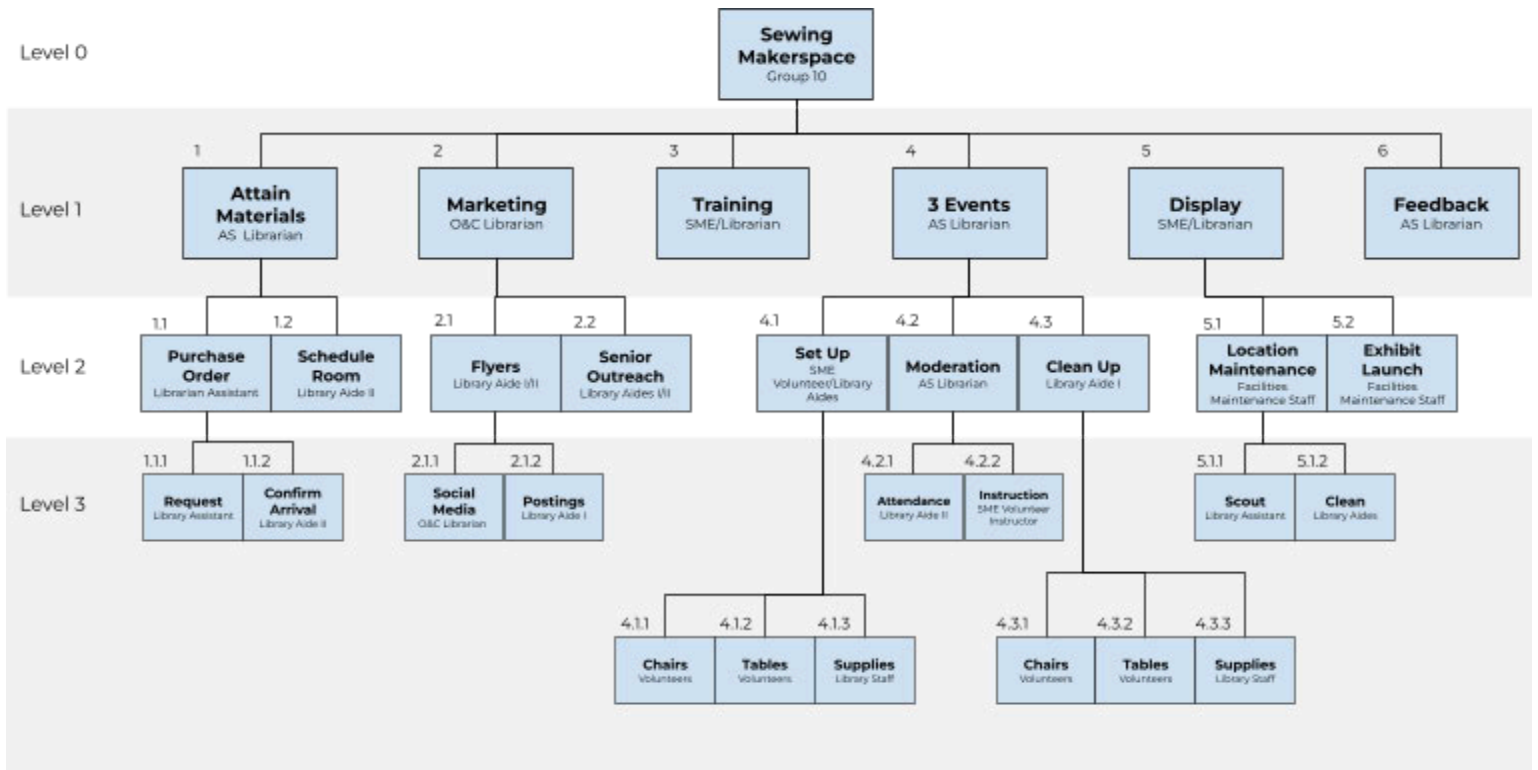
Work Breakdown Structure Diagram (WBS)





**Figure A2**

*Original Work Breakdown Structure (WBS)*



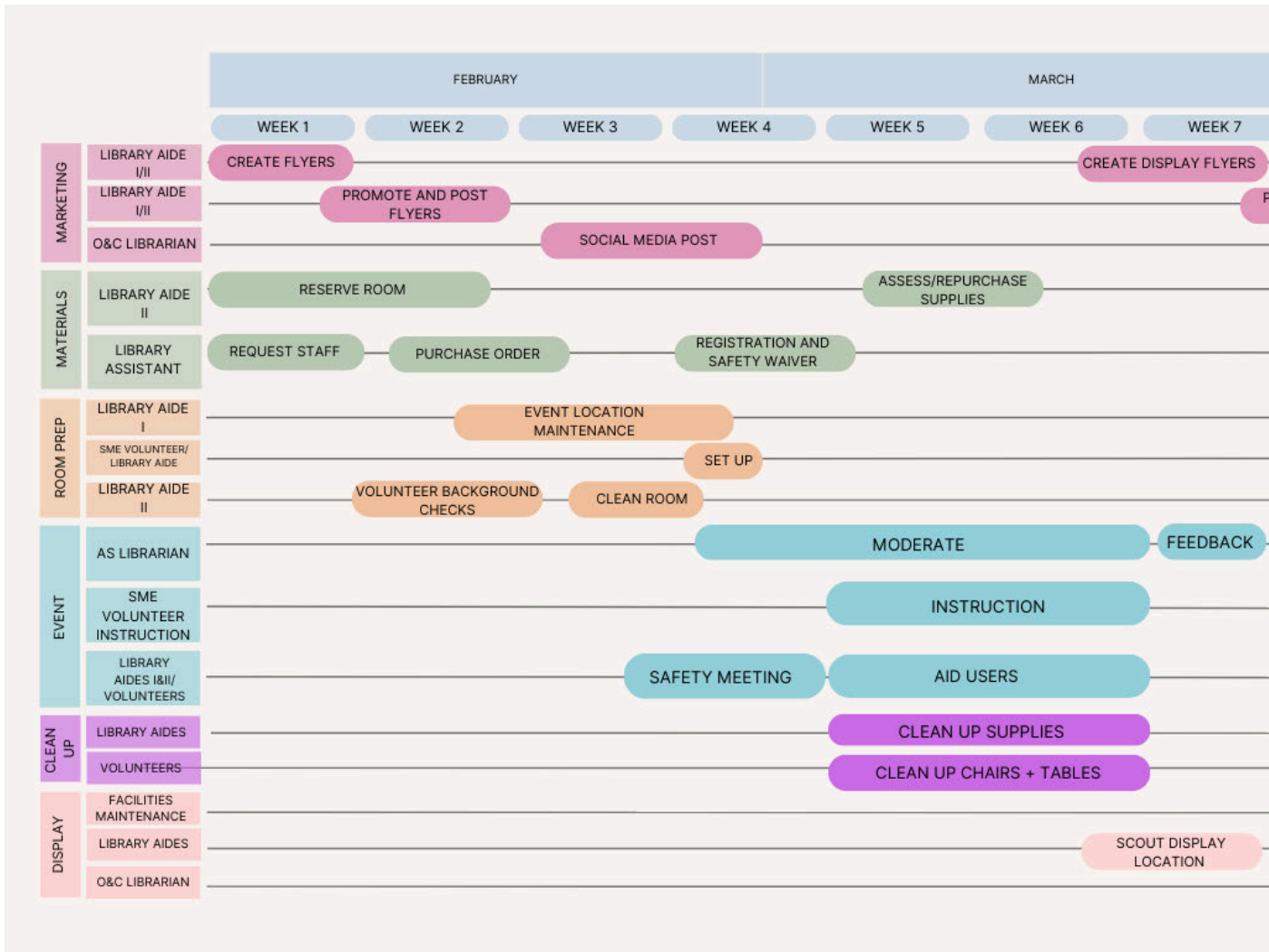
**Appendix B**

*Resource Assignment Matrix (RAM)*

<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 2em; font-weight: bold; color: white;">RAM</span> <span>KEY: P = Primary responsibility, S = Support Responsibility</span> </div>										
WBS Item	Work Item	Minutes Spent	AS Librarian	O&C Librarian	SME/Librarian	Librarian Assistant	Librarian Aide II	Librarian Aide I	Volunteer(s)	Facilities Maintenance
<b>Sewing Makerspace 1320-1430</b>										
1	Attain Materials	270-380	P							
1.1	Purchase Order	110				P				
1.1.1	Request for Sewing Machine	90				P				
1.1.2	Confirm Arrival and Assess Materials	20				S	P			
1.2	Schedule Room	10				S	P			
1.3	Request Staff	30				P	S			
1.3.1	Background Checks	120-240					P	S		
2	Marketing	340		P			S	S		
2.1	Flyers	160					P	S		
2.1.1	Meet with Graphic Designer	120		P						
2.1.2	Social Media	20		P						
2.1.3	Postings (Physical)	20					P	S		
2.2	Senior Outreach	180					P	S		
3	Training	70			P					
3.1	Debrief and Safety Meeting	60				P				
3.2	Registration and Safety Waver	10				P				
4	Event Days (3)	380	P		S	S	S	S	S	
4.1	Set Up	60			P		S	S	S	
4.1.1	Chairs	20							P	
4.1.2	Tables	20							P	
4.1.3	Supplies	20				P	S	S		
4.2	Moderation	260	P				S	S		
4.2.1	Attendance	120					P			
4.2.2	Instruction	120			P					
4.2.3	Feedback Survey	20	P							
4.3	Clean Up	60						P		
4.3.1	Chairs	20							P	
4.3.2	Tables	20							P	
4.3.3	Supplies	20				S	P	S		
5	Display	200			P	S	S			
5.1	Location Maintenance	90								P
5.1.1	Scout Location	30					P	S		
5.1.2	Clean Location	30					P	S		
5.2	Mount Display	30								P
5.3	Social Media	80		P						
5.3.1	Create Flyers	40					P	S		
5.3.2	Postings (Social Media and Physical)	40					P	S		
6	Debrief Meeting	60	P	S	S	S	S	S	S	S

**Appendix C**

*Sewing Makerspace: Gantt Chart*



APRIL		
WEEK 8	WEEK 9	WEEK 10
PROMOTE AND POST FLYERS		DEBRIEF MEETING
		DEBRIEF MEETING
	DISPLAY	DISPLAY LOCATION MAINTENANCE
APPROVE LOCATION		

**Appendix D**  
*Budget Spreadsheet*

Stitching Generations Together - Sewing Makerspace					
Proposed Budget					
2/22/26					
<b>Section A - Equipment &amp; Materials</b>					
<b>Category</b>	<b>Item</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Extended Total</b>	<b>Costing Assumptions</b>
Equipment	Brother CS7000X Sewing Machine	2	249	498	Brother USA (2024)
Materials	Thread, needles, bobbins	Bulk	100	100	Michaels (2026)
Materials	Rotary cutters, mats	2	40	80	Michaels (2026)
Materials	Batting (backup)	1	60	60	Michaels (2026)
Materials	Cleaning supplies	Bulk	40	40	Walmart (2026)
<b>Section A - Equipment &amp; Materials Subtotal</b>				<b>778</b>	
<b>Section B - Labor (Projected Internal Cost)</b>					
<b>Role</b>	<b>Task</b>	<b>Hours</b>	<b>Rate</b>	<b>Extended Total</b>	<b>Costing Assumptions</b>
Librarian	Oversight	6	45	270	BLS CA Avg (2024)
Librarian	Outreach, Display	9	45	405	BLS CA Avg (2024)
Library Assistant	Materials, Outreach	9	25	225	BLS CA Avg (2024)
Library Aides I/II	Materials, Location Maintenance, Safety Meeting, Instruction, Clean-Up	12	20	240	BLS CA Avg (2024)
Facilities	Display	2	30	60	City Estimate
Volunteers	Instruction	9	0	0	Unpaid Volunteer
<b>Section B - Labor (Projected Internal Cost) Subtotal</b>				<b>1200</b>	
<b>Section C - Outreach</b>					
<b>Category</b>	<b>Task</b>	<b>Cost</b>	<b>Costing Assumptions</b>		
Supplies	Printing	40	FedEx (2026)		
Mileage	Posting	50	IRS Mileage Rate (2026)		
Social Media	Advertising	0	Internal		
<b>Section C - Outreach Subtotal</b>		<b>90</b>			
<b>Section D - Display</b>					
<b>Item</b>	<b>Cost</b>	<b>Costing Assumptions</b>			
Framing/Mounting Hardware	75	Home Depot (2026)			
Facilities Tools	40	Home Depot (2026)			
<b>Section D - Display Subtotal</b>		<b>115</b>			
Total Before Contingency	2183				
Contingency (10%)	218.3				
<b>Final Proposed Total</b>	<b>2401.3</b>				

**Appendix E**  
*Risk Register*

Risk	Probability (Almost Certain 5-Rare 1)	Impact (Severe 5-Insignificant 1)	Risk Score (Probability x Impact)	Response or Mitigation	Strategy	Person/role responsible
Low Staff turnout i.e. staffing limitations	3	3	Medium	Response	Lower the workshop participant maximum, less participants require less supervision	Library Assistant
Materials not arriving on time	3	5	Very High	Response	Visit brick and mortar store to purchase necessary items if items don't arrive within 3 days of the debrief and safety meeting	Library Assistant
Background checks not cleared	1	5	Medium	Response	Establish waitlist for volunteers and have them on standby	Library Aide II
Sewing Machine malfunction	3	4	Very High	Mitigation	Troubleshoot common machine malfunctions at safety meeting	Library Aide
Instructor cancels last minute	2	5	High	Mitigation	Identify alternative/backup instructor in advance	AS Librarian
Staff/patron injures themselves on machine	2	5	High	Mitigation	Have first aid box on hand in the event of injury, training of library staff during the safety meeting to use it	Library Assistant/Library Aide
Funding not secured by library administration	3	5	Very High	Response	Earmark event for next fiscal year	AS Librarian
Quilt left unfinished by end of 3rd workshop	2	4	Medium	Response	Adjust quilt to smaller dimensions to accommodate the shortage	SME Instructor/Library Aide
	<b>Insignificant-1</b>	<b>Minor-2</b>	<b>Significant-3</b>	<b>Major-4</b>	<b>Severe-5</b>	
<b>Almost Certain-5</b>	Medium-5	High-10	Very high-15	Extreme-20	Extreme-25	
<b>Likely-4</b>	Medium-4	Medium-8	High-12	Very high-16	Extreme-20	
<b>Moderate-3</b>	Low-3	Medium-6	Medium-9	High-12	Very high-15	
<b>Unlikely-2</b>	Very low-2	Low-4	Medium-6	Medium-8	High-10	
<b>Rare-1</b>	Very low-1	Very low-2	Low-3	Medium-4	Medium-5	

**Appendix F**

*Communication Plan Spreadsheet*

Group 10, SMP - Communication Plan					
Stakeholder	Information Needs	Frequency & Format	Communication Channels	Staff	Internal/External
Department head	Program goals, audience, time, planning, and infrastructure for program	Beginning of the project / meeting	Microsoft Teams Chat Email	O&C Librarian Library Assistant	Internal
Library budget managers	Cost of the program supplies, supply needs, cost of background check for volunteers	Beginning of the project / meeting	Email	O&C Librarian Library Assistant	Internal
Library branch manager	Room reservation schedule for event including setup and clean up	Before each program / email	Email	Library Aide II	Internal
Board of Supervisors, City Council	Program budget within the overall library budget	Beginning of the project / email	Email	O&C Librarian Library Assistant	External
Adult services librarians	Duration of the event, audience, and frequency of program	Weekly / email	Email Microsoft Teams Chat	Library Assistant Library Aides I/II	Internal
Outreach librarians	Social Media campaign, Senior outreach efforts	Beginning of the project/ email	Email Microsoft Teams Chat	Library Assistant Library Aides I/II	Internal
Library Patrons	Workshop dates	Prior to beginning of the project/ flyer and library website	Informational Flyer Email	Library Patrons	External
Senior community members	Background check paperwork, Safety meeting, pattern selection	Prior to beginning of the project/ in-person	Informational Flyer Telephone	Mentor Volunteers	External
Community members aged 10 to 40	Workshop dates and eligibility criteria i.e. 10+ years of age and older	Prior to beginning of the project/ flyers or email	Informational Flyer Social Media	n/a	External
Event Staff	First aid training (Safety meeting), instruction method and sewing patterns	Prior to beginning of the project (bi-monthly meeting), throughout the duration of the project (weekly)	In-person Email Telephone	AS Librarian Subject Matter Expert (S) Instructor Library Aides I & II Mentor Volunteers	Internal & External

**Appendix G**  
*Quality Plan*

<p><b>Group 10, SMP - Quality Plan</b> Procurement &amp; Materials</p> <p><i>This Quality Plan ensures that all project deliverables meet defined standards, align with library policy, and satisfy stakeholder expectations. Quality will be managed proactively through defined acceptance criteria, structured review procedures, and preventative controls applied to major project deliverables.</i></p>				
Component	Quality Standards	Acceptance Criteria	Review & Approval	Preventive Measures
Purchase Order	Use official PO template within library accounting system	Template complete; dates correct; total within approved budget	Budget approved by library admin; accountant review required	Reference prior PO template; correct flagged errors promptly
Sewing Machine Request	Review at least five reputable beginner machine lists	Within budget; functional; includes manual	Library aide proposes; library assistant tests and approves	Identify backup machine; store vendor info
Attain Materials	Purchase within approved categories; comply with safety standards	Items match order; no hazardous combinations	Library assistant verifies order upon delivery	Maintain backup vendor list; confirm delivery early
<b>Staffing &amp; Compliance</b>				
Component	Quality Standards	Acceptance Criteria	Review & Approval	Preventive Measures
Request Staff	Align staffing with Gantt chart, comply with work-hour limits	Staff scheduled ≥3 weeks prior	Oversight librarian requests; managers confirm	Train backup staff member
Background Checks	Follow volunteer background check policy	Volunteers cleared ≥2 weeks prior; documentation stored securely	Librarian reviews applications; failed checks referred to risk manager	Recruit volunteers ≥1 month prior
Registration & Waivers	Follow liability & privacy policy	Signed waiver collected before participation	Library assistant verifies forms at check-in	Bring backup forms; maintain digital copy
<b>Marketing &amp; Outreach</b>				
Component	Quality Standards	Acceptance Criteria	Review & Approval	Preventive Measures
Flyers	Comply with copyright & branding guidelines	Consistent design; ≥2 service-area languages	Graphic designer & outreach librarian approve	Share digital copies; print extra
Social Media	Follow organizational social media policy	Includes date/time/location; consistent format	Library assistant drafts & posts	Review for accuracy; schedule reminders
Senior Outreach	Follow outreach policy; ensure accessibility	Distributed to ≥3 senior-serving organizations	Outreach librarian confirms partners	Contact partners ≥3 weeks prior
<b>Event Execution (3-Part Series)</b>				
Component	Quality Standards	Acceptance Criteria	Review & Approval	Preventive Measures
Set Up	Follow workplace safety standards	Equipment safety placed; no hazards	Library aide conducts safety check	Use cord covers; machines unplugged until instruction
Attendance	Follow privacy & recordkeeping policy	Accurate attendance list maintained	Library assistant verifies list	Backup sign-in sheets available
Instruction & Moderation	Follow beginner-level safety guidelines	Participants demonstrate safe machine use	Volunteer instructor confirms understanding	Begin with safety demo; safe staff ratio
Feedback Survey	Align with project objectives	≥3 structured questions; ≥70% participation	Team reviews during debrief	Distribute final 10 minutes; allow anonymity
Clean Up	Follow facility reset policy	Machines unplugged; room restored	Library aide final walkthrough	Use cleanup checklist
<b>Final Display &amp; Debrief</b>				
Component	Quality Standards	Acceptance Criteria	Review & Approval	Preventive Measures
Display	Follow display & facilities policy	Quilt securely mounted; labeled	Facilities install; oversight librarian approves	Inspect hardware prior to mounting
Debrief Meeting	Structured review aligned with objectives	Lessons learned documented	Project manager compiles notes	Schedule within one week