



**PROJECT  
MANAGEMENT  
PORTFOLIO**  
VELOCE DYNAMICS



Smiling  
International School

# INITIATION PROCESS

## RESPONSIBILITIES ORGANIZATION

Once we enrolled to the project, we immediately started an organization process, deciding the roles we would've covered.

The Principal and our reference teacher permitted 3 extra hours per week to meet and get the job done. The following RACI chart explains our role division:

	Lorenzo Car Designer	Francesco Car Designer	Boyan Marketing	Melissa Marketing	Riccardo Physics Engineer	Sara Physics Engineer
Car Design	R	R	I	I	C	C
Communication with School members	A	C	A	A	R	I
Communication with sponsors	A	I	R	R	C	I
Designing and writing portfolios	R	A	R	C	C	A
Creating a brand	A	C	C	C	C	C

**R**

Responsible for most of the work

**A**

Accountable for a large part of the job

**C**

Consulted for advice on the work

**I**

Informed about the work for updates

# INITIATION PROCESS

## WHO ARE WE?

Our team is composed by 6 members, studying the International Baccalaureate program in a private school called Smiling International School in Ferrara, Emilia-Romagna.

What makes our team special is the variety of nationalities taking part in the project, with over 4 nationalities involved in the team.

## OUR TARGET

There are several reasons why we participate in this program. One of them is definitely to have fun, although we always strive for greatness, therefore we mustn't forget the competitive part. Other reasons why we applied are to constantly sharpen our problem solving skills, engineering and designing skills, competitive spirit and teamwork.

- Budget
- Documents
- Meetings
- Charts

Organizing

Management

Planning

- Deadlines
- Documents
- Study sessions
- Charts

- Promotions
- Website
- Social Media

Advertising

Enterprise

Sponsorships

- Meetings
- Offer
- Contacts

Veloce Dynamics

- Draw
- Analyze
- Export

Design

Engineering

Manufacturing

- Send
- 3D Print
- Correct mistakes

# PROJECT CHARTER

## INTRODUCTION

This project Charter will be used for the outlining of objectives, scope, ROI, restrictions and risks we will encounter during this journey.

## OBJECTIVES

- The solid formations of a team that will be hopefully passed on to younger generations of the school in the following years.
- The representation of our school around Italy, and hopefully the world.
- Acquire designing and engineering skills.

## SCOPE

- Creating a team with a strong brand and identity.
- Sharpen our decision-making skills, as well as our teamwork.

## ROI

- The return on investment for all our stakeholders will optimistically be as high as possible.
- School members participating will have gained several skills by the end.
- People external from the school will gain advertising, which is always welcome in marketing

## RESTRICTIONS

- Budgetary management.
- Considering all the deadlines.
- Total comprehension of the rule booklet

## RISKS

- Malfunctioning of the 3D printer
- Availability of all the team members
- Imprecise design and miscalculation on aerodynamics

# RESOURCE AVAILABILITY

Category	Product	Usage	Means of Obtaining
Engineering	3D Prints	Printing the car	School 3D printer
	Designing skills	Designing the model	Reference teacher (professional designer)
Funds	Website domain	Usage of website	School funding
Objects	Stickers	Logos, sponsors	School funding

# RESOURCE USAGE

Category	Product	Usage	Payment
Engineering	Autodesk Fusion 360	Designing the car	Free: Educational license
	Ansys Discovery	Studying the aerodynamics	Free: Educational license
Design	Canva	Design of logo and portfolio	€12 a month: Canva Pro
Website	GoDaddy	Website domain	€10 a year
	Github	Website creation	Free

# SWOT ANALYSIS

Positive

Negative

Internal

**S**

Help provided by  
provided by  
professionals

**W**

Disagreements  
between the  
team, printer  
malfunction

**S= STRENGTHS**  
**W= WEAKNESSES**  
**O= OPPORTUNITIES**  
**T= THREATS**

External

**O**

Field trip at  
Ferrari and  
Amazon

**T**

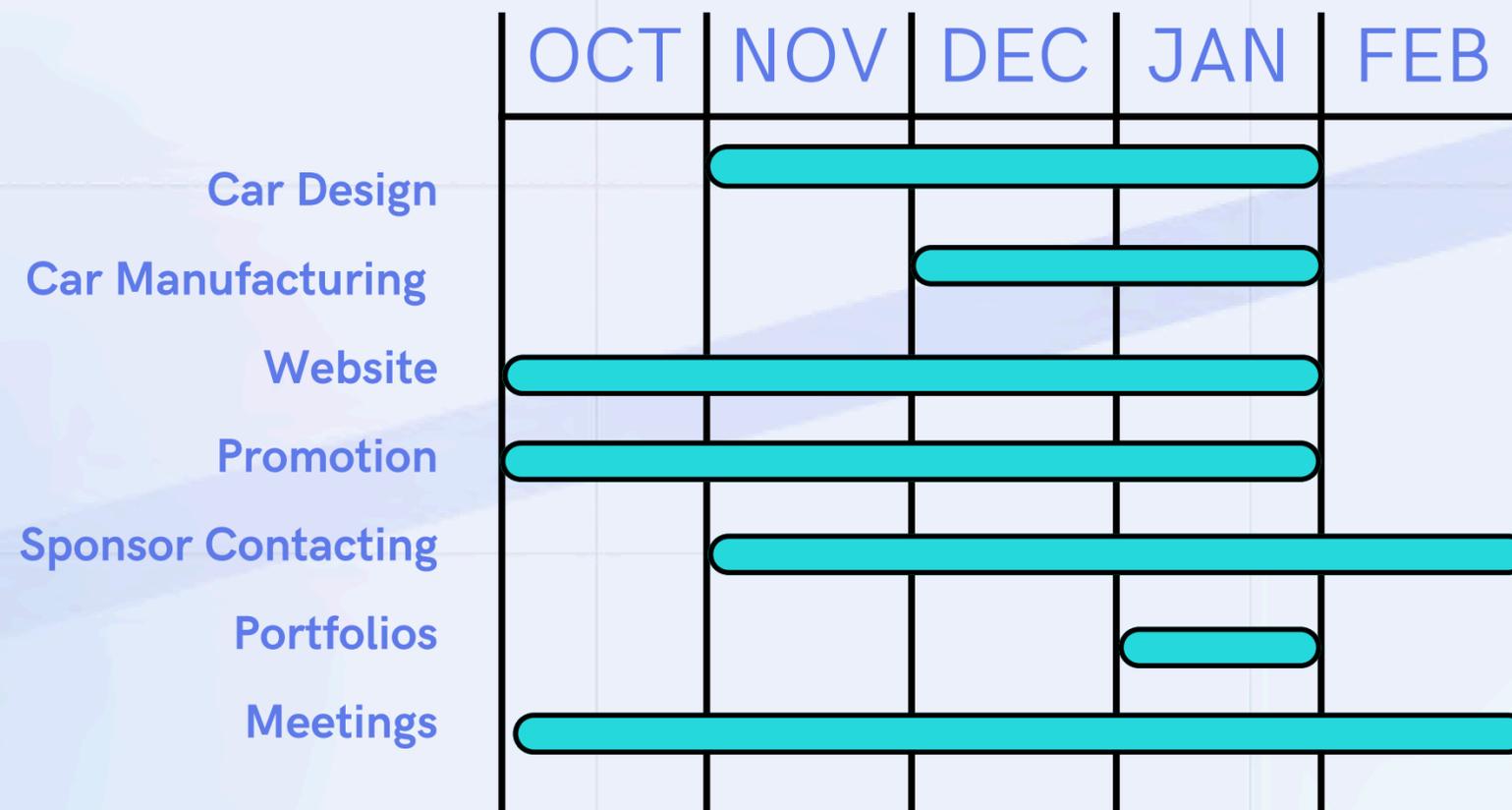
Sponsorship  
issues, lack of  
experience

# MANAGEMENT

## TIME MANAGEMENT

Time management is one of the most important aspects of working in a team. Wasting no time is fundamental to respect deadlines and other priorities. The project started in October 2025, giving us a 4/5 months period to get the job done. Weekly meetings were scheduled, having 3 hours per week to encounter. Every meeting was held in the school Robotics Lab, where all the materials were. Luckily most of the members were seriously committed to our team and finished the work without many complications.

## TIME ALLOCATION



# COLLABORATION

## COMMUNICATION

Communication throughout the team was unchallenging since we created a Whatsapp group. We also communicated with our reference teacher throughout the team's Instagram account.

## SPONSOR COMMUNICATION

To contact sponsors we created an official gmail address for the team: [veloce.dynamics@smilinginternationalschool.eu](mailto:veloce.dynamics@smilinginternationalschool.eu). This address was used to contact several companies.



**Veloce Dynamics**

[veloce.dynamics@smilinginternationalschool.eu](mailto:veloce.dynamics@smilinginternationalschool.eu)

## PRESENTATIONS

To create the presentations and portfolios we always used a Pro Canva account. When completed, we downloaded them as a PDF and stored them in several computers present in the lab. To share the files we used both Canva and Google Drive.

