

SUMMER 2017

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# PROJECT REPORT:

## DONOR SIGNAGE INVENTORY PROJECT

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## PROJECT REPORT:

### PURPOSE

The Donor Signage Inventory Project focuses on collecting data regarding donor recognition listings. The importance of this project is due to the following problem: the data previously collected is scattered and disorganized. Merging all of the recognition listings information into one record will increase ease of accessibility.

### PROJECT GOALS

If this project is successfully carried out, it will result in:

- A more reliable and organized record of information
- Ease of data accessibility for both the Development Office and recognized donors

### PROJECT METHOD

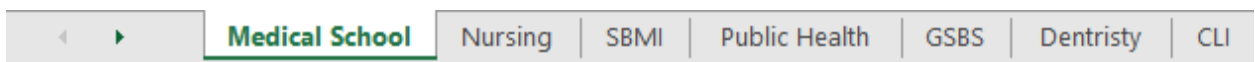
1. Obtain data
2. Create worksheet
3. Evaluate gathered data and organize into worksheet

#### *Step 1: Obtain Data*

To begin the process of this project, I will gather data using the resources available by Office of Development, such as Excel sheets in the Signage Folder of the Development Communications file.

#### *Step 2: Create Worksheet*

I will make an Excel spreadsheet that can combine all of the data to make it more organized. There will be multiple sheet tabs at the bottom of the spreadsheet, each tab being a recognized donor location. It will look as follows:



The data will be sorted on each sheet as follows:

INVENTORY OF FACILITIES, CENTERS, OR INSTITUTES								
UTHealth								
GIFT TYPE (Endowment, Dean's Excellence)	NAME OF FACILITY/CENTER/INSTITUTE	TYPE (Naming Space, Donor Wall)	LOCATION	GIFT AMOUNT	DONOR NAME	NAME RECOGNIZED	PHOTO OF SIGNAGE (w/	IN RAISER'S EDGE?

*Step 3: Evaluate Gathered Data and Organize Into Worksheet*

After organizing the data from previous spreadsheets, I will evaluate what is missing and needs to be still filled out. To do so, I will physically go around campus to find further information (i.e. donor walls) and take photographs as a means of documentation. Once the material is sorted out, the worksheet will be uploaded onto the Raiser’s Edge software.

**PROJECT TIMELINE**

