

FY2022 Alumni Engagement Innovation Fund Proposal

2022 Alumni Engagement Innovation Fund Proposal Form

To be completed by exchange alumni team leaders or U.S. Embassy/Consulate

All sections in this form need to be completed for the proposal to be eligible for submission.

Proposal Form Guidance is provided at the end of this form.

About Your Project

Project Title:

TechSazi: Supporting students in Tech in public universities and empowering them

Requested Budget

Total:

Primary Location of Project:

If the project is taking place in multiple cities, states, or provinces within the same country, please enter all locations separated by a comma.

Country:

Iraq

City/Town:

Erbil

State/Province:

Erbil

Will your project take place in additional countries?

If YES, please list additional countries.

Project Team Information

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Are you applying as an alumni association? YES **NO** (please highlight answer)

If yes, what is the name of your alumni association?

Name of Alumni Association (s):	
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For AF region only:

Is the alumni team lead from the 2021 Mandela Washington Fellowship cohort? YES NO (please highlight answer)

Who are the alumni project team members?

There must be at least **two exchange alumni** team members for a project to be considered for funding. Along with name and program information, please describe the role each team member will have in the project and their experience, qualifications, and ability to carry out that role. Indicate what proportion of their time will be used in support of the project. At least one of the alumni should be designated as the team lead.

Team Member 1:				
Team Lead	YES	NO		
Role within the Project Team	Team Leader			
Estimated Time committed to the Project (please highlight your selection)	100% or less	80% or less	50% or less	30 % or less
First Name:	Silva Hekmat Matti			
Last Name:	Matti			
Exchange Program:	Fulbright Foreign student program			
Exchange Program Year(s):	2015-2017			
Country From:	Iraq			

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Background/Qualifications (<i>Relevant to Project</i>)	University Teacher / Department Coordinator (2018-2021) / Bologna System Coordinator (2020 - Current)			
Team Member 2:				
Team Lead	YES		NO	
Role within the Project Team	Team Leader			
Estimated Time committed to the Project (please highlight your selection)	100% or less	80% or less	50% or less	30% or less
First Name:	Sanar			
Last Name:	Chawshli			
Exchange Program:				
Exchange Program Year(s):				
Country From:	Iraq			
Background/Qualifications (<i>Relevant to Project</i>)	University Teacher and software department coordinator. Supporting and coordinating			
Team Member 3: (as needed)				
Role within the Project Team	M&E assistant			
Estimated Time committed to the Project (please highlight your selection)	100% or less	80% or less	50% or less	30% or less
First Name:	Shwan			
Last Name:	Hassan			
Exchange Program:				
Exchange Program Year(s):				
Country From:	Iraq			
Background/Qualifications (<i>Relevant to Project</i>)	University Student			
Team Member 4: (as needed)				
Role within the Project Team	M&E assistant / Social media manager			

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Estimated Time committed to the Project <i>(please highlight your selection)</i>	100% or less	80% or less	50% or less	30% or less
First Name:	Azher			
Last Name:	Ismail			
Exchange Program:				
Exchange Program Year(s):				
Country From:	Iraq			
Background/Qualifications <i>(Relevant to Project)</i>	University Student / ROSHEN company marketer (2016 - 2018) / IREX intern (2019 - current)			
Team Member 5: (as needed)				
Role within the Project Team	Procurement department			
Estimated Time committed to the Project <i>(please highlight your selection)</i>	100% or less	80% or less	50% or less	30% or less
First Name:	Alan			
Last Name:	Mohammed			
Exchange Program:				
Exchange Program Year(s):				
Country From:	Iraq			
Background/Qualifications <i>(Relevant to Project)</i>	University Student			
Team Member 6:				
Team Lead	YES		NO	
Role within the Project Team	Team Leader			
Estimated Time committed to the Project <i>(please highlight your selection)</i>	100% or less	80% or less	50% or less	30% or less
First Name:	Hakam			
Last Name:	Al-tahi			
Exchange Program:	IYLEP HS			

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Exchange Program Year(s):	2019
Country From:	Iraq
Background/Qualifications (<i>Relevant to Project</i>)	

Project Description

Project Summary (250-word limit):

Describe the specific need and/or challenge that this project will address and how you will address it.

Many public university students come from low-income families, and they've always attended public schools. As known, public school students in Iraq/Kurdistan don't get any kind of support and wellness activities, and the curriculum does not support building and sharpening their soft skills. This problem becomes more apparent in Tech education, as many of these students don't have access to the tools and knowledge and they get no mentoring that would support them to build a career in Tech. The effect would be tripled for women finding their path in Tech.

This project aims to help learners in tech education, specifically for public university students (Software engineering department).

1. preparing a space within the department that would encourage teamwork, peer instruction, self-paced learning, lifelong learning, and students working on extracurricular projects, The space will be equipped and designed to support these goals as shown in appendix 2. This space will continue to exist and support the students after the project is done. The mentioned environment and atmosphere will be delivered as much as possible with the following breakout: the workshops in the second part are arranged in the following way:
 - a. events that are technical-related shall be held in college, probably a lab or a proper room provided and donated by the college.
 - b. events that are tagged as general shall be hosted in the station (a coworking space) to provide a more supportive setting and environment for the team- creativity activities. As of now, the station rents its event space for 30\$ per hour, for each event an average of 3 hours is considered, for 7 events that are tagged general (as shown in the file named workshop details). one event shall be held in yakhadija space, a studio created by a woman and that supports women. or the station.

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c. American corner shall be used for two events related to English tests and scholarships events

2. Arrange a set of workshops and seminars that will cover three different needs. The first is Women in Technology; in this category events/ seminars will support and inspire women in tech, to help them widen their expectations, and set role models for them. The second target is senior students; seminars are arranged to help students with soft skills that are needed to land jobs in the tech industry in Erbil, such as preparing CVs, interviews and body language, and life expectations after graduation. And finally, for junior students, events are proposed to help them rationalize their expectations and set and choose a path in the software engineering/development discipline.

Project Goal/s:

What is the aim of your project? State in one or two sentences the overall goal/s of your project and what outcome or change you expect to see.

Supporting and empowering youth in Tech education in the public sector including women in Tech, and creating a creative environment for them that encourages modern pedagogy and student creativity. The space and events will take place in the Software department at Salahaddin University as much as possible (to serve participants who might be unwilling to participate in an event outside of college for financial or family agreement reasons), some of the events will be held in spaces where it would boost the creativity and support a healthier environment (the current rooms in SE department are not set in a way that supports teamwork and team discussions dynamics, are underserved in terms of cleanness)

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Project Objectives:

List your project objectives that will support your project goal/s. Remember to create project objectives that are SMART (Specific, Measurable, Achievable, Realistic, and Time-Bound).

Supporting Youth in Tech in a public university where many students come from an underprivileged background, and who have studied in public schools, where no support and skill-building has been given.

1. Women are supported in pursuing their education in tech, giving them inspiration through events run by other women.
2. Senior students are supported in their final stages of college, to be well equipped to start their journey in the tech industry after graduation.
3. Junior students are guided and advised in the early stages of their education about Technology and SE discipline.
4. Creating an environment that supports students and boosts their creativity.

Project Design and Methods (500-word limit):

Explain how the project is expected to work to solve the stated problem and achieve your established goal/s. Include who will benefit from your planned activities and how you plan to build on the outcome of this project. You may want to include workshop or training agendas, or any curricula developed for use in your project. *(Outlines of training agendas/workshop agendas/curricula will not count towards the word limit.)*

The project was initiated by people who are alumni and are connected with the SE department, and hence the idea came to serve our community and apply for the fund. While forming the team, we took into consideration people who are motivated and are in the department to closely help and manage the events, including the department coordinator who would be a valuable support. Meanwhile, we granted and shall be seeking the support of other alumni in the form of trainers or extra support.

The project consists of two parts that complement each other. The first part builds an environment that fits the needs and goals of the project that are embodied in the second part:

1. Creating an environment that would encourage teamwork, peer instruction, self-paced learning, lifelong learning, and students working on extracurricular projects, The space will be equipped and designed to support these goals.
Available spaces in the department now only support teachers-centered-teaching. Teams of students or students who work on projects don't have proper spaces or access to the internet in college.
2. Arrange a set of events (workshops and seminars) that will cover three different needs:

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- a. Women in Technology: seminars will be held to support and inspire women in tech, to help them widen their expectations, and set role models for them.
 - 1. Starting your own business in Tech.
 - 2. Women and design, power of women teams.
 - 3. Women as developers.
- b. Senior students: seminars to help students with soft skills that are needed to land jobs in the tech industry in Erbil, such as preparing CVs, interviews and body language, and life expectations after graduation, this target group could also include department alumni who are struggling finding jobs.
 - 1. How to prepare CVs and what skills are needed in Erbil's Tech market.
 - 2. Interview preparation and body language.
 - 3. Work in Academia (language skills and scholarships: Amideast or American corner)
- c. Junior students: seminars to help them rationalize their expectations and help them set and choose a path in the software engineering/development discipline. Many students get accepted into colleges because of their grades and many don't have any interest or passion for their specialization.
 - 1. Basic skills needed by a new SE student
 - 2. The different paths in Software Engineering.

This will count to a whole semester that will help almost all the population of the software engineering department. While, there will be events planned for this round, based on the data collected and the results of this work, future events could be arranged depending on the results of these events and the help of the established connections with different parties. The space will remain open to be used by students and faculty.

Selection criteria: This project is designed to support Software Engineering students in Salahaddin University. Participants will be served on a first come first serve basis. However, seminars are designed to support specific populations within the department, some events are specifically made for junior students, some for senior students, some for women, and so on. Each event will receive **thirty to forty participants** depending on the event design and capacity. For events that include senior students, such as preparing CVs and interviews, we plan to accept alumni as well to support them; currently, Salahaddin university has no alumni office or data collected.

Currently, the team has shared a survey with the department students, and based on that the list of events has been designed and developed. The results of the survey are shared in appendix 3. More data will be collected when the project starts. Since objectives are different and unique, We will be conducting a baseline survey and an endline survey for each objective. Also, for each event, a pre-questionnaire will be shared and another questionnaire related to that event will be shared after the event or after a few months of the event depending on the topic. The reason to wait for a few months is to see to what extent the seminar has affected the students' lives and activities. For example, in bootcamps and online courses, only after a few months we can see if students have already started taking extra online classes or participating in seminars.

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Project Timeline:

Please provide a timeline of your project activities. (*Bullet points preferred.*)

July: AEIF results
August: space preparation
September through December: workshop and seminars implementation. See attached file of the proposed list of events.

Beneficiaries: Please provide the estimated number of direct and indirect beneficiaries. Direct beneficiaries are defined as persons who directly participate in your project. Indirect beneficiaries are usually not directly connected with the project but will still benefit from it.

Number of direct beneficiaries (total):	300
Number of indirect beneficiaries (total):	100

Local Project Partners (*250-word limit*):

List any partners (individuals/organizations, etc.) with whom you will work to support or implement your project. Please note if you have an existing relationship with your partner organization(s) and describe their role in the project. If you do not yet have an existing relationship, how do you anticipate establishing a partnership with the organization(s)?

Salahaddin University – College of Engineering: the college will provide the room.
Kaiba Code – Sulimania: A start-up by a woman to teach coding and robotics for children
Ya Khadija - Khadija Abdulnabi: A female led design Studio, Columbia University Alumna
Abdulsalam Medeni - RWANGA: Civic activist and CED of Rwanga foundation
Ahmad Al-Mufti
Naz Aziz- designer and software department alumna
Ahmed Latif: Medient COO and Marketing: IYLEP Alumni
The station (will provide rented spaces: no agreement as of now, but they provide spaces for events)
Amideast (possible partner)
American Corner (possible partner)

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Communication and Outreach Plan (250-word limit):

How will you promote your project? Please provide a communication timeline of how and when you will present project accomplishments and highlights. Explain how you will report project highlights and achievements with your local embassy or consulate. Include social media, websites, print news, or other forms of media you intend to use to share information about your project to beneficiaries and the public.

Part of the teamwork will be creating social media accounts for the department, where these activities shall be shared with the public and also with the embassy. Future work and follow-up events could also be shared.

College of engineering's Facebook account would also share these activities.

Projects achievements and data shall be shared with the embassy also in the form of collected data and surveys collected during the project as shown in the monitoring and evaluation part. Currently the team has shared a survey with the students and based on the results the events list has been designed as shown in appendix 1.

Please list any websites or social media platforms or accounts that you may have for your project in the fields below: (Optional)

Website:	
Facebook:	
Twitter:	
Instagram:	
YouTube:	
Other:	

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Monitoring and Evaluation

Please use the form below to lay out the monitoring and evaluation plan for your project. Refer back to your established project goal/s and project objectives. Please refer to the example in the application form guidance at the end of this document on how to fill out the form.

AEIF 2022 Monitoring and Evaluation Template						
Goal/s:	Supporting and empowering youth in Tech education in the public sector including women in Tech, and creating a creative space for them that encourages modern pedagogy and student creativity in Software departments.					
Objective 1:	Supporting Women in Technology					
Activity	Output	Indicator (what are we measuring)	Desired Outcome (what change do we expect to see)	How we will collect data	When we will collect data	Who will collect data
Bridging the gap (movie)	Women Awareness about struggles they might face in Tech industry	Qualitative data. participants' viewpoints. Number of women aware about challenges in Tech	Female students' increased awareness of problems of women in tech around the world, and pointing out problems that might be specific in our culture and settings. empowering them to start the first step toward self-growth.	Focus Group.	Focus group after the movie- within the event agenda.	MEAL team members will be collecting and analyzing the data.

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From a student to a developer	giving examples of women in tech who are developers or designers, showing that it's possible to have a career in tech.	Number of Female developers / full time-part time - internships. Percentage of participants who want to pursue a tech career through collecting the number of female students participating in other activities that are not specific to women.	The women who are already studying Software engineering have a plan to work in this specialization. While the number of female students is not low, having female developers is not common.	Three surveys will be held: one before this meeting, one after, and one by the end of the four months program. The first will be an initial survey to collect data, the second will measure the effect of the meeting, the third will measure if any actions have been taken that reflect the learning outcomes. Tracking number of female students in activities not specified for women.	In the beginning and end of the meeting, at the end of the program. per event (that are not specifically for women)	MEAL team members will be collecting and analyzing the data.
women support in Tech	Helping women to understand how supporting and empowering each other's would make other women more inspired	The ratio of male participants who never supported women to those who support Women in Tech/business. The Ratio of women interested in owning a business or working in Tech	We want to make sure that female students are not just studying Software Engineering but are working on building a career in Tech, and are being supported in this field.	Three surveys will be held: one before this meeting, one after, and one by the end of the four months program. The first will be an initial survey to collect data, the second will measure the effect of the meeting, the third will measure if any actions have been taken that reflect the learning outcomes.	In the beginning and end of the meeting, at the end of the program.	MEAL team members will be collecting and analyzing the data.
Kaiba code visit	exposure to tech businesses owned by women	Same as Women support in Tech	Same as Women support in Tech	Same as Women support in Tech	Same as Women support in Tech	MEAL team members will be collecting and analyzing the data.
Objective 2:	Improving students' soft skills					

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Activity	Output	Indicator (what are we measuring)	Desired Outcome (what change do we expect to see)	How we will collect data	When we will collect data	Who will collect data
Teamwork workshop	Train 30-40 students in Salahuddin University/ software department on the benefits of teamwork and collaborative work.	Number of collaborative projects done by the students.	Increase collaborative work amongst students, plus an increase of group projects outside of the university.	-Track the number of students who are using team management tools (such as trello) -Track the number of group projects that are being implemented outside or inside of the university.	Before the event, at the end of the project.	MEAL team members will be collecting and analyzing the data using excel sheets.
Public Speaking workshop	Train 30-40 students on public speaking skills.	Percentage of participation and discussion in different events	-Decrease stage fright and increase confidence while sharing ideas and speaking to an audience.	Track the students' public speaking skills through the seminars presented during selected lectures or events.	-Through the months of activities. For each activity	MEAL team members will be collecting and analyzing the data.
Bootcamps and Online courses	develop students' searching skills for online courses and Bootcamps and their interest in them.	- Number of students who have enrolled in a course. - Number of Bootcamp alumni	Increase the number of students who participate in courses and Bootcamps.	Track the number of students who have enrolled in a course or a Bootcamp outside of college.	Before the event, at the end of the project.	MEAL team members will be collecting and analyzing the data.
Objective 3:	Improving students' technical skills					
Activity	Output	Indicator (what are we measuring)	Desired Outcome (what change do we expect to see)	How we will collect data	When we will collect data	Who will collect data

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Web programming and development	introduce 30-40 participants to the world of web development, and give them a general idea of where to start their learning journey.	Number of students who have started their journey as web developers and the number of students who are already working in that field.	-students be more familiar with the technical how-tos of web dev -increase the number of students who have at least a general idea about this field. -for students to work on a fun mini-project.	-Number of students working on web development projects that are not for a class.	Before the event, at the end of the project.	MEAL team members will be collecting and analyzing the data.
Mobile Apps	introduce students to the world of mobile application development and give them a general idea of where to start their learning journey.	Number of students who have started their journey as a mobile app developer and the number of students who are already working in that field.	-students be more familiar with the technical how-tos of mobile app dev. -increasing number of students who have at least a general idea about this field. -for students to work on a fun mini-project.	-Number of students working on web development projects that are not for a class.	Before the event, at the end of the project.	MEAL team members will be collecting and analyzing the data.
Fields of software	introduce students to the different fields of software engineering, give them general resources and guide them through their learning journey.	Number of students who have a general idea about the different fields of software.	students to be more aware of the vast world of software and tech, and for the students to know where they are in their journey and where to go next.	two surveys will be held: one before the workshop and one after it. The first survey is for us to collect data and see the extent of their knowledge about the field and the second one will be to measure the effects of the workshop.	At the beginning and end of the meeting, at the end of the program surveys.	MEAL team members will be collecting and analyzing the data.

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Github	introduces students to Github and how to use it to improve their professional skills as software engineers.	Percentage of students who have account on github percentage of students who are active on github.	increase the number of students who use Github for their day-to-day work.	track the number of students who have an account and are active on it.	At the beginning, at the end of the program surveys.	MEAL team members will be collecting and analyzing the data.
Objective 4:	Creating a space to support students					
Activity	Output	Indicator <i>(what are we measuring)</i>	Desired Outcome <i>(what change do we expect to see)</i>	How we will collect data	When we will collect data	Who will collect data

Appendix 1: workshops timeline

Name of Workshop	Target	Category	Details of W/S
Introduction to the project	General	General	The team
Teamwork	General	Soft skills	-
Version Control Github	General	Tech	Software dept.: Hussein
Bridging the gap (movie)	Women in Tech	Women - Tech	Silva (Moderator)

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Name of Workshop	Target	Category	Details of W/S
Bootcamps and online courses	General	Soft skills - Tech	-
Web design and development	3rd / 4th stage	Tech	software dept: Mr Emad
From a student to a developer	Women in Tech	Women - Tech	-
Public Speaking	General	Soft skills	-
Name of Workshop	Target	Category	Details of W/S
Orientation	Stage 1	General	juniors orientation
Fields of software	Stage 1 / 2	Tech	different specialists
applying abroad / scholarships	Stage 4	General	Silva/ Hakam/ Bawar (Alumni)
women support in Tech	Women in Tech	Women - Tech	Ya Khadijah
Name of Workshop	Target	Category	Details of W/S
Kaiba Code	3rd stage	Women - Tech	Field Visit to Kaiba code space - Zhila
English tests	General	General	Amidest or American corner! or world learning
Mobile Apps	3rd / 4th stage	Tech	Soft dept.: Yassin/Ahmed
CVs and Interviews	General	Soft skills	HR (Not specified)

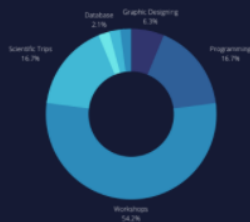
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Appendix 3: Collected data from surveys shared with students of the software engineering department. (a pdf version is attached with the proposal)

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SURVEY DATA

The activities that "1st stage students" think are needed.

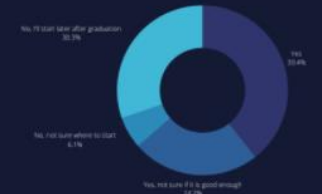


SURVEY DATA 4TH STAGE

1. Have you tried to improve your technical skills or practice projects outside of college?

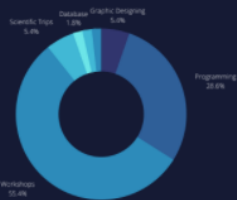


4. Do you have a CV ready?



SURVEY DATA

The activities that "2nd stage students" think are needed.



2. What technical skills or activities do you believe you need to be supported in?

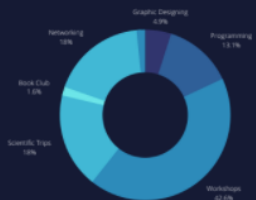


5. How is your experience with job interviews?



SURVEY DATA

The activities that "3rd stage students" think are needed.



3. Do you have a job aligned for you after graduation?



6. Would you like to participate in extracurricular activities?



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Proposal Form Guidance

About Your Project	Please choose a concise and/or catchy title for your project which will get the attention of your audience.
Project Team Information	The team needs to include at least two U.S. Government-sponsored exchange alumni. Please clearly indicate the role of the team member within the project and the percentage of time the team member will spend developing and/or implementing the project. This should clearly relate to the proposed project budget and any requested project management fees. Please include information about any non-alumni team members in this section as well.
Project Summary (250-word limit)	The project summary should describe the specific need and/or challenge that your project will address and how you will address it. Think about who your target audience is, when and where your project will take place, what activities you will include and why, and what change in attitudes you set out to see.
Project Goal/s (1-2 sentences)	What is the aim of your project? State in one or two sentences the overall goal/s of your project and what outcome or change you expect to see. Example: Increase the capacity of teachers to effectively deliver online instruction in country X to support closing the literacy gap in secondary school students
Project Objectives (3-5 objectives)	List your project objectives which will support your project goal/s. Remember to create project objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time Bound). Example: Provide training workshops for secondary school teachers on effective use of e-learning tools to improve content delivery and boost student attendance by 50% by the end of school year X.
Project Design & Methods (500-word limit)	Explain how the project is expected to work to solve the stated problem and achieve your established goal/s. Include who will benefit from your planned activities and how you plan to build on the outcome of this project. You may want to include workshop or training agendas, or any curricula developed for the use in your project.

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Project Timeline (Bullet points preferred)	Please provide a timeline of your project activities. Be realistic and consider current implementation restrictions due to the COVID19 pandemic. Please include when you will submit your final project report to the U.S. Embassy/Consulate.			
Beneficiaries	Please provide the estimated number of direct and indirect beneficiaries. Direct beneficiaries are defined as persons who directly participate in your project. Indirect beneficiaries are usually not directly connected with the project but will still benefit from it. Example: Direct beneficiaries: 200 trained teachers; Indirect beneficiaries: 10,000 students (taught by trained teachers)			
Local Project Partners	List any partners (individuals/organizations, etc.) with whom you will work to support or implement your project. Local community involvement is a strong sign that there is community support and that the project will engage a broad array of experts, such as subject matter experts, community centers, academic institutions, businesses, local/national government, non-governmental organizations, American Spaces, etc. Please note if you have an existing relationship with your partner organization(s) and describe their role in the project. If you do not yet have an existing relationship, how do you anticipate establishing a partnership with the organization(s)?			
Communication and Outreach Plan	The communication and outreach plan should lay out how you will promote your project and through which channels. Include social media, websites, print news, or other forms of media you intend to use to share information. Include in the plan how you intend to engage your local U.S. Embassy or Consulate and how you will report project highlights and achievements.			
Monitoring and Evaluation	Please use the form to lay out the monitoring and evaluation plan for your project. Refer back to your established project goal/s and project objectives. Consider the data needed to effectively monitor progress toward specific outputs and outcomes as well as how you will collect the data. Use well-crafted indicators to measure a project's progress toward the desired results. Example: <table border="1" data-bbox="345 1793 1510 1904" style="margin-top: 10px;"> <tr> <td style="background-color: #4a7ebb; color: white; padding: 5px;">Goal/s:</td> <td style="padding: 5px;">Increase the capacity of secondary school teachers to effectively deliver online instruction in country X to support closing the literacy gap in secondary school students</td> </tr> </table>		Goal/s:	Increase the capacity of secondary school teachers to effectively deliver online instruction in country X to support closing the literacy gap in secondary school students
Goal/s:	Increase the capacity of secondary school teachers to effectively deliver online instruction in country X to support closing the literacy gap in secondary school students			

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	Objective 1:	Provide training workshops for secondary school teachers on effective use of e-learning tools to improve content delivery and boost student attendance by 50% by the end of school year X.					
	Activity	Output	Indicator <i>(what are we measuring)</i>	Desired Outcome <i>(what change do we expect to see)</i>	How we will collect data	When we will collect data	Who will collect data
	Teacher training workshop on e-learning	Trained 200 teachers in x region on e-learning curriculum development and resource platform	Number of users engaging with content on online resource platform	Increased number of teachers using e-learning tools and online teaching	Tracker user engagement on online platforms, attendance of students at online classrooms, Number of downloads of online material	At start of program, 2-month intervals, end of program	Designated M&E project team member, Online Platform Designer

for each event registration and followup is needed, and managing the event while it's held, time and transportation cost (if any) that would be needed to buy material needed for that event, at least one team member can be designated in this matter. Overseeing the overall program, the time needed to agree and arrange with speakers, generating reports, and other activities that still might be needed are not considered and are done voluntarily.