

DRAFT



## EV4231 - 10 Year Anniversary Celebration

# Project Plan

### **Purpose:**

To describe the project level team and plan to achieve the objectives for the project and the benefits in the business case.

### **Audience:**

1. Project Management Team.

### **Document Control:**

### **Author:**

### **Approved By:**

### **Revision History:**

| Revision | Date | Summary of Changes                 |
|----------|------|------------------------------------|
| PP_01    |      | Initial Draft of the Project Plan. |
|          |      |                                    |
|          |      |                                    |
|          |      |                                    |

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# Executive Summary

**Project Summary**

| Stage                | Schedule |        |        |        | Cost |        |        |        |
|----------------------|----------|--------|--------|--------|------|--------|--------|--------|
|                      | Plan     | Expect | Actual | Change | Plan | Expect | Actual | Change |
| <b>Initiation</b>    |          |        |        |        |      |        |        |        |
| <b>Stage 1</b>       |          |        |        |        |      |        |        |        |
| <b>Stage 2</b>       |          |        |        |        |      |        |        |        |
| <b>Stage n</b>       |          |        |        |        |      |        |        |        |
| <b>Project Total</b> |          |        |        |        |      |        |        |        |

| Risk / Issue / Problem Status |                         |
|-------------------------------|-------------------------|
| Risks                         | Risk Actions            |
|                               |                         |
|                               |                         |
|                               |                         |
| Issues/ Problem               | Issue / Problem Actions |
|                               |                         |
|                               |                         |
|                               |                         |

## Project Background and Definition

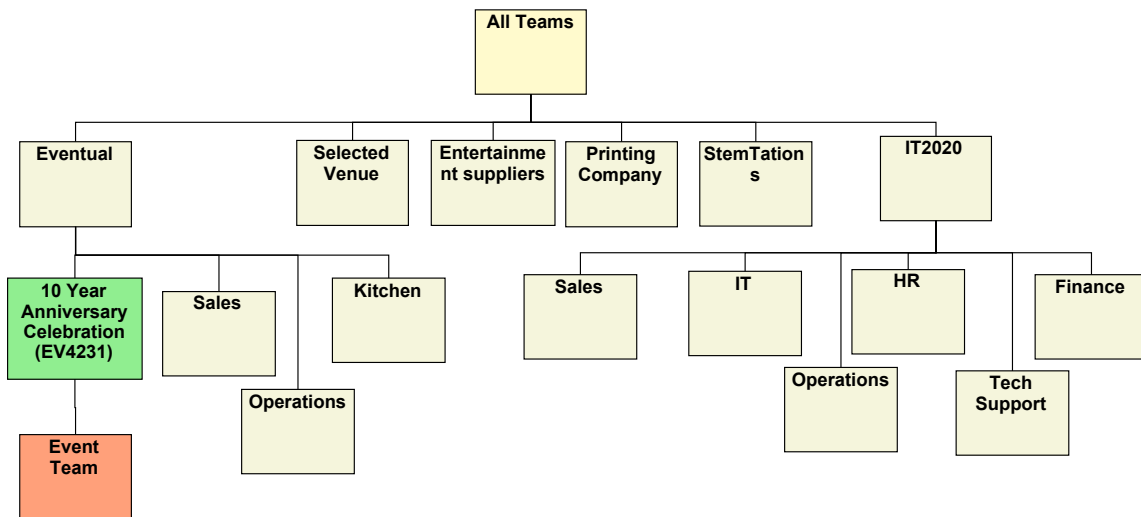
### 10 Year Anniversary Celebration (EV4231)

|                                 |   |
|---------------------------------|---|
| <b>Title</b>                    | 10 Year Anniversary Celebration (EV4231)  |
| <b>Background</b>               | <p>Today is: 26-January-2010.</p> <p>The ten year anniversary of the client organisation is 03-July-2010. The client has indicated that they want to bring together the entire organisation to celebrate this achievement. The organisation is providing excellent service to their customers and cannot take time away from their commitments to organise this event so they have identified our company as a potential supplier to plan, and deliver this celebration.</p> <p>In addition, the client is moving to a larger office as they are expanding, they would like to hold the anniversary at the same time they move into their new headquarters building.</p> <p>We believe that we are bidding against 3 other companies.</p> |
| <b>Project Objectives</b>       | <p>To plan and manage a 10 Year Anniversary Celebration for the client and provide a reception for the opening of their new Headquarters building.</p> <p>To deliver the project on schedule and within the fixed price they require.</p> <p>To ensure that the client organisation has a trouble free and enjoyable experience.</p>  |
| <b>Project Approach</b>         | See the Project Approach Document. This approach is generally suitable for most of our projects.  |
| <b>Project Scope</b>            | <p>Scope:</p> <ul style="list-style-type: none"> <li>" Plan and manage the delivery of the project.</li> <li>" Provide all of the required elements for the project according to the 'Itinerary' and co-ordinate all suppliers.</li> <li>" Provide the staff as required.</li> </ul>  |
| <b>Deliverables or Outcomes</b> | <p>Theme</p> <p>Venue</p> <p>Meals / Food / Drink</p> <p>Entertainment</p> <p>Grand Opening</p> <p>Gala Dinner</p>  |
| <b>Exclusions</b>               | Exclusions:   |

|  |  |
|--|--|
|  | <p>* Not responsible for individual transportation to / from the event.</p> <p>* Not responsible for the availability of the new building for the grand opening.</p>   |
| <b>Constraints</b>                               | <p>People: Capacity of Selected Venue</p> <p>Time: Date: 03-July-2010</p> <p>Money: Agreed fixed price.</p> <p>New Office: Availability of building by 20-June-2010.</p> <p>Weather: English Weather on the day.</p> |
| <b>Interfaces</b>                                | <p>To the Client: Agreed requirements and acceptance</p> <p>To the suppliers: Agreed deliverables and timing.</p> <p>To the local authorities: Licensing and Protection</p>  |
| <b>Assumptions</b>                               | <p>Client will provide the resources and take the time to complete their part of the event.</p> <p>The Event Manager will serve as the project manager for this project on behalf of the client.</p>                 |
| <b>Prerequisites</b>                             | Purchase order for the Event   |
| <b>External Dependencies</b>                     | Contractor building the new offices.   |
| <b>Project Tolerances (Time and Budget, etc)</b> | <p>Must be delivered on the agreed date - no schedule tolerance</p> <p>Must be within the fixed price agreement for the event.</p>   |

# Project Organisation

## Project Team Structure



## Roles and Responsibilities

| Team                                     | Resource                            | Job or Role     | Type    | Status     | Start Date | End Date |
|--|-------------------------------------|-----------------|---------|------------|------------|----------|
| 10 Year Anniversary Celebration (EV4231) | Dee Lite (HR Manager)               | Senior User     | Project | Identified | 01/03/2007 |          |
| 10 Year Anniversary Celebration (EV4231) | Glen Eagles (Managing Director)     | Executive       | Project | Identified | 01/03/2007 |          |
| 10 Year Anniversary Celebration (EV4231) | Justin Time (Event Project Manager) | Project Manager | Project | Identified | 01/03/2007 |          |
| 10 Year Anniversary Celebration (EV4231) | Simon Oakley (Operations Director)  | Senior Supplier | Project | Identified | 01/03/2007 |          |
| 10 Year Anniversary Celebration (EV4231) | Larry Weeks Hotel Manager           | Senior Supplier | Project | Identified | 01/03/2007 |          |
| 10 Year Anniversary Celebration (EV4231) | Julie Howlett Event Co-ordinator    | Project Support | Project | Identified | 01/03/2007 |          |

## Stage Plans

### **Stage (Management): Initiation**

|   |  |
|---|--|
| <b>Title</b>  | Initiation   |
| <b>Objectives</b>                                     | To prepare a proposal that is acceptable to both our company and the client.<br>To identify any Risks and Issues with the Event and cost them accordingly.<br>To provide a credible bid and win against the competition. |
| <b>Approach</b>                                       | Work closely with the client to identify requirements<br>Use as many of our preferred suppliers where we have established a good working relationship.   |
| <b>Scope</b>  | Credible proposal with our expected Margins<br>Achievable event.   |
| <b>Pre-Requisites</b>                                 | Decision to Bid: Authorised Initiation (DP1)   |
| <b>External Dependencies</b>                          | Client team members to answer questions:<br>Supplier responsiveness to provide cost details.   |
| <b>Assumptions</b>                                    | Project is a priority for the client.  |
| <b>Stage Tolerance (Time, Budget, Quality, Scope)</b> | Proposal is due in 3 weeks. Cannot miss the deadline.  |

### **Stage (Management): Deliver Event**

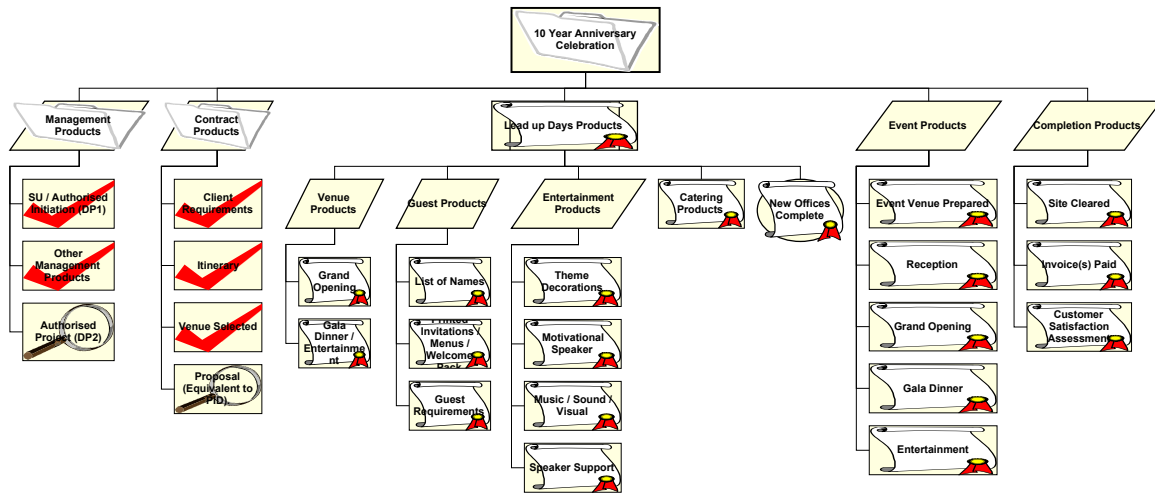
|                       |  |
|-----------------------|--|
| <b>Title</b>          | Deliver Event  |
| <b>Objectives</b>     | To deliver the Grand Opening and Gala Dinner Event on time, schedule and cost.                           |
| <b>Approach</b>       | High involvement of the client during the lead Up days.<br>Ensure that all contracts are confirmed       |
| <b>Scope</b>          | Lead up days<br>The Event<br>Complete the event.   |
| <b>Pre-Requisites</b> | Contract is signed with the Client<br>Critical decisions about venue and number of people have been made |

|   |  |
|---|--|
| <b>External Dependencies</b>                          | Construction of the new office building.   |
| <b>Assumptions</b>                                    | The number of events on the same evening will all be manageable.   |
| <b>Stage Tolerance (Time, Budget, Quality, Scope)</b> | Some flexibility during the lead up days. No tolerance on the required date of the Meeting.<br>All changes agreed with the client before any change to the plan. |

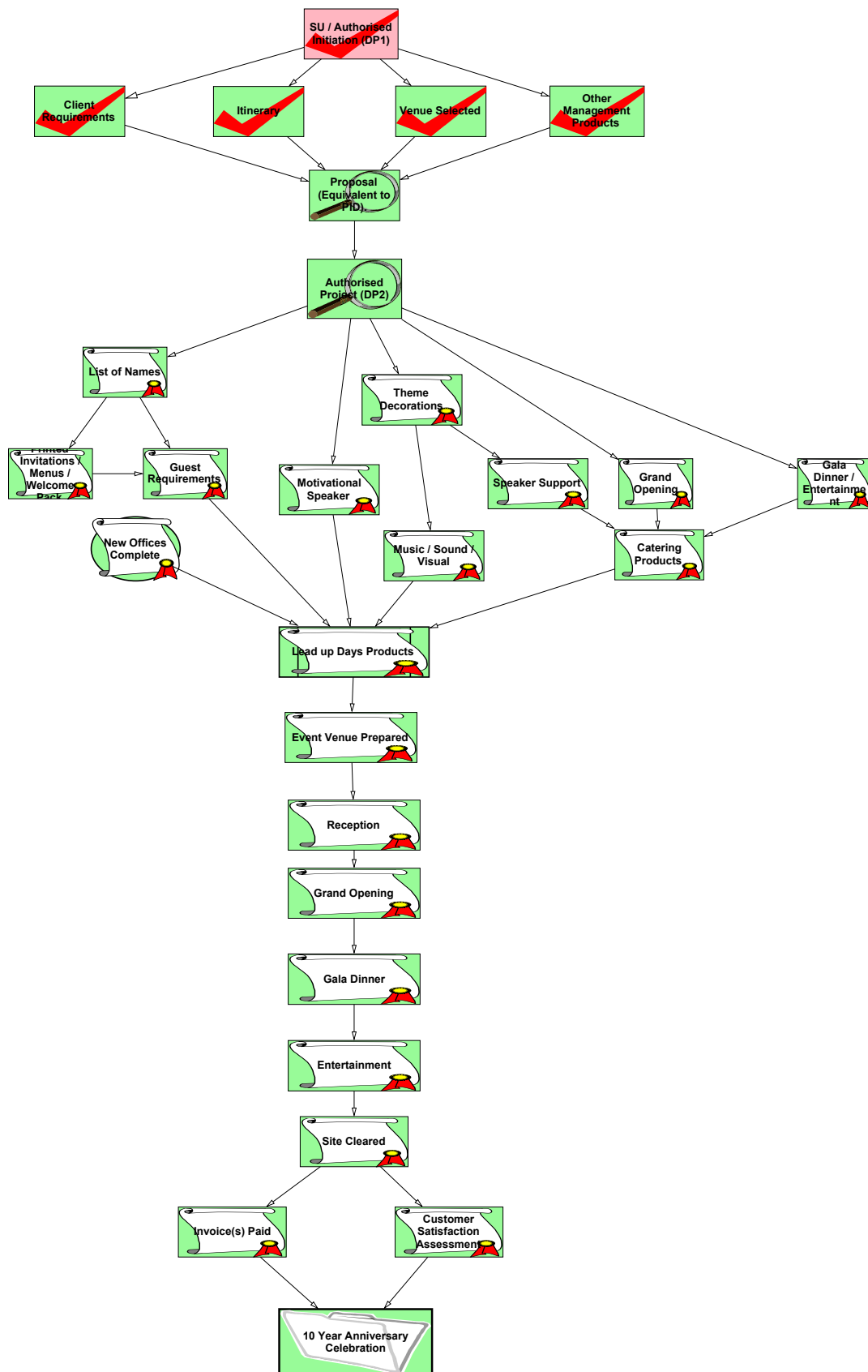


# Product Information

## Product Breakdown Structure



**Product Flow Diagram**



## Product Checklist

| Product Checklist                          |                    | Product Information |                  |                |                   | Draft Ready |                   | Quality Check |                   | Approval   |  |
|--|--------------------|---------------------|------------------|----------------|-------------------|-------------|-------------------|---------------|-------------------|------------|--|
| Title                                      | Type               | Status              | MoSCoW           | RAC Level      | Plan              | Actual      | Plan              | Actual        | Plan              | Actual     |  |
| 10 Year Anniversary Celebration            | Project PD         | Checked Out         | Must Have        | Project        | 03/09/2010        |             | 03/09/2010        |               | 09/09/2010        |            |  |
| <b>Management Products</b>                 | <b>Grouping</b>    | <b>Checked Out</b>  | <b>Must Have</b> | <b>Project</b> |                   |             |                   |               |                   |            |  |
| SU / Authorised Initiation (DP1)           | Product            | Approved            | Must Have        | Project        | 27/01/2010        | 26/01/2010  | 27/01/2010        | 27/01/2010    | 27/01/2010        | 27/01/2010 |  |
| Other Management Products                  | Product            | Approved            | Must Have        | Project        | 27/01/2010        | 27/01/2010  | 27/01/2010        | 27/01/2010    | 27/01/2010        | 21/07/2007 |  |
| Authorised Project (DP2)                   | Product            | Ready for QC        | Must Have        | Project        | 10/03/2010        | 10/03/2010  | 10/03/2010        |               | 10/03/2010        |            |  |
| <b>Contract Products</b>                   | <b>Grouping</b>    | <b>Checked Out</b>  | <b>Must Have</b> | <b>Project</b> |                   |             |                   |               |                   |            |  |
| Client Requirements                        | Product            | Approved            | Must Have        | Project        | 01/02/2010        | 01/02/2010  | 01/02/2010        | 01/02/2010    | 01/02/2010        | 01/02/2010 |  |
| Itinerary                                  | Product            | Approved            | Must Have        | Project        | 03/02/2010        | 03/02/2010  | 03/02/2010        | 03/02/2010    | 03/02/2010        | 03/02/2010 |  |
| Venue Selected                             | Product            | Approved            | Must Have        | Project        | 01/02/2010        | 01/02/2010  | 01/02/2010        | 01/02/2010    | 01/02/2010        | 01/02/2010 |  |
| Proposal (Equivalent to PID)               | Product            | Ready for QC        | Must Have        | Project        | 22/02/2010        | 22/02/2010  | 22/02/2010        |               | 24/02/2010        |            |  |
| <b>Lead up Days Products</b>               | <b>Integration</b> | <b>Specified</b>    | <b>Must Have</b> | <b>Project</b> | <b>02/07/2010</b> |             | <b>02/07/2010</b> |               | <b>02/07/2010</b> |            |  |
| <b>Venue Products</b>                      | <b>Grouping</b>    | <b>Identified</b>   | <b>Must Have</b> | <b>Project</b> |                   |             |                   |               |                   |            |  |
| Grand Opening                              | Product            | Specified           | Must Have        | Project        | 29/03/2010        |             | 29/03/2010        |               | 29/03/2010        |            |  |
| Gala Dinner / Entertainment                | Product            | Specified           | Must Have        | Project        | 26/03/2010        |             | 26/03/2010        |               | 29/03/2010        |            |  |
| <b>Guest Products</b>                      | <b>Grouping</b>    | <b>Identified</b>   | <b>Must Have</b> | <b>Project</b> |                   |             |                   |               |                   |            |  |
| List of Names                              | Product            | Specified           | Must Have        | Project        | 23/03/2010        |             | 23/03/2010        |               | 23/03/2010        |            |  |
| Printed Invitations / Menus / Welcome Pack | Product            | Specified           | Must Have        | Project        | 30/03/2010        |             | 30/03/2010        |               | 30/03/2010        |            |  |
| Guest Requirements                         | Product            | Specified           | Must Have        | Project        | 07/04/2010        |             | 07/04/2010        |               | 07/04/2010        |            |  |
| <b>Entertainment Products</b>              | <b>Grouping</b>    | <b>Identified</b>   | <b>Must Have</b> | <b>Project</b> |                   |             |                   |               |                   |            |  |
| Theme Decorations                          | Product            | Specified           | Must Have        | Project        | 26/03/2010        |             | 26/03/2010        |               | 26/03/2010        |            |  |
| Motivational Speaker                       | Product            | Specified           | Must Have        | Project        | 20/04/2010        |             | 20/04/2010        |               | 20/04/2010        |            |  |
| Music / Sound / Visual                     | Product            | Specified           | Must Have        | Project        | 03/05/2010        |             | 03/05/2010        |               | 03/05/2010        |            |  |
| Speaker Support                            | Product            | Specified           | Must Have        | Project        | 09/04/2010        |             | 09/04/2010        |               | 13/04/2010        |            |  |
| Catering Products                          | Product            | Specified           | Must Have        | Project        | 19/04/2010        |             | 19/04/2010        |               | 20/04/2010        |            |  |
| <b>New Offices Complete</b>                | <b>External</b>    | <b>Specified</b>    | <b>Must Have</b> | <b>Project</b> | <b>28/06/2010</b> |             | <b>28/06/2010</b> |               | <b>28/06/2010</b> |            |  |
| <b>Event Products</b>                      | <b>Grouping</b>    | <b>Identified</b>   | <b>Must Have</b> | <b>Project</b> |                   |             |                   |               |                   |            |  |
| Event Venue Prepared                       | Product            | Specified           | Must Have        | Project        | 03/07/2010        |             | 03/07/2010        |               | 03/07/2010        |            |  |
| Reception                                  | Product            | Specified           | Must Have        | Project        | 03/07/2010        |             | 03/07/2010        |               | 03/07/2010        |            |  |
| Grand Opening                              | Product            | Specified           | Must Have        | Project        | 03/07/2010        |             | 03/07/2010        |               | 03/07/2010        |            |  |
| Gala Dinner                                | Product            | Specified           | Must Have        | Project        | 03/07/2010        |             | 03/07/2010        |               | 03/07/2010        |            |  |
| Entertainment                              | Product            | Specified           | Must Have        | Project        | 03/07/2010        |             | 03/07/2010        |               | 03/07/2010        |            |  |
| <b>Completion Products</b>                 | <b>Grouping</b>    | <b>Identified</b>   | <b>Must Have</b> | <b>Project</b> |                   |             |                   |               |                   |            |  |
| Site Cleared                               | Product            | Specified           | Must Have        | Project        | 04/07/2010        |             | 04/07/2010        |               | 04/07/2010        |            |  |
| Invoice(s) Paid                            | Product            | Specified           | Must Have        | Project        | 09/09/2010        |             | 09/09/2010        |               | 09/09/2010        |            |  |
| Customer Satisfaction Assessment           | Product            | Specified           | Must Have        | Project        | 30/07/2010        |             | 30/07/2010        |               | 02/08/2010        |            |  |

# Resources

| Surname, First Name                             | Work | Mobile | e-mail | Job | Org Unit | Type   | Status     | Ref | ID |
|---|------|--------|--------|-----|----------|--------|------------|-----|----|
| Justin Time (Event Project Manager)             |      |        |        |     |          | Person | Active     |     |    |
| Larry Weeks Hotel Manager                       |      |        |        |     |          | Person | Active     |     |    |
| Arthur Cookson (Sales Manager)                  |      |        |        |     |          | Person | Active     |     |    |
| Simon Oakley (Operations Director)              |      |        |        |     |          | Person | Active     |     |    |
| Glen Eagles (Managing Director)                 |      |        |        |     |          | Person | Identified |     |    |
| Robin Banks (Finance Manager)                   |      |        |        |     |          | Person | Identified |     |    |
| Dee Lite (HR Manager)                           |      |        |        |     |          | Person | Identified |     |    |
| Charles Castle Event Supervisor                 |      |        |        |     |          | Person | Identified |     |    |
| Julie Howlett Event Co-ordinator                |      |        |        |     |          | Person | Identified |     |    |
| Arnold Smithers Band Leader (Entertainment)     |      |        |        |     |          | Person | Identified |     |    |
| A. Gibbs Band Organiser (Entertainment)         |      |        |        |     |          | Person | Identified |     |    |
| R. Branson Motivational Speaker (Entertainment) |      |        |        |     |          | Person | Identified |     |    |
| William Izzard Facilities Manager (Client)      |      |        |        |     |          | Person | Identified |     |    |
| Peter Hurst Printer (Printing Company)          |      |        |        |     |          | Person | Identified |     |    |
| (Various) Catering / Serving Staff (temporary)  |      |        |        |     |          | Person | Identified |     |    |
| (Various) Hotel Serving Staff                   |      |        |        |     |          | Person | Identified |     |    |
| Helmut Van Klunker (Van Driver)                 |      |        |        |     |          | Person | Identified |     |    |
| Holy Manners (Hotel Banqueting Co-ordinator)    |      |        |        |     |          | Person | Identified |     |    |
| Richard Pickings (Client Sales Director)        |      |        |        |     |          | Person | Identified |     |    |
| Broc Lee (Hotel Banqueting Manager)             |      |        |        |     |          | Person | Identified |     |    |
| Rodney Brightman (Managing Director)            |      |        |        |     |          | Person | Identified |     |    |
| Mary Flowers Floral Designer                    |      |        |        |     |          | Person | Identified |     |    |
| Rose Thorne Stematations Manager                |      |        |        |     |          | Person | Identified |     |    |
| Tony Kingsbeer (Chef)                           |      |        |        |     |          | Person | Identified |     |    |
| Jerry Bell Speaker Coach                        |      |        |        |     |          | Person | Identified |     |    |

## Financial

|                                |  |
|--------------------------------|--|
| <b>Financial History</b>       |  |
| <b>Budget</b>                  |  |
| <b>Change Budget if needed</b> |  |
| <b>Spending Plan</b>           |  |

## Project Dependencies

|  |  |
|--|--|
| <b>Dependencies on Outside Projects / Events</b>                 |  |
| <b>Dependencies on this project by outside Projects / Events</b> |  |

## **Product Descriptions**

See the separate Product Descriptions document.

## **Appendices**

### **Estimation Data**

### **Alternative Approaches Evaluated**