

Project Plan Sample

Project title

Managing wedding ceremony of James & Emily Postman.

Project purpose

Organising and overseeing smooth run of James & Emily Postman's wedding.

Background and strategic context

On 1st of January 2012, James and Emily visited our office with a request to organise and manage their wedding ceremony. Following information was gathered during the meeting:

- They had engagement 3 weeks ago.
- Both of them are full time employed and do not have enough time to do the necessary arrangements.
- James live in Broadmeadows while Emily is resident of Keilor.
- Most of their friends and relatives are resided in Melbourne's northern and western suburbs.
- They have provided a list of 85 guests.
- They will prefer any day during July 2012 for their wedding.
- They have shown concern over budget. Maximum allocation is \$30,000.
- Wedding venue should be in northern or western suburbs.

Other related projects

NIL

Project objective

To organise and manage James and Emily Postman's wedding during July 2012 and make arrangements for 85 guests.

Scope table

In scope	Out of scope (exclusions)	Assumptions	Constraints
Wedding arrangements.	Honeymoon and travel arrangements.	All 85 shortlisted guests will attend the ceremony.	<ol style="list-style-type: none">1. James & Emily raised their concern on budget. They are looking for economic planning and arrangement within \$30,000.2. James & Emily requested to organise their wedding in July 2012.3. James & Emily and most of their friends/ relatives live in Melbourne's Northern suburbs. They prefer to organise event in nearby location.

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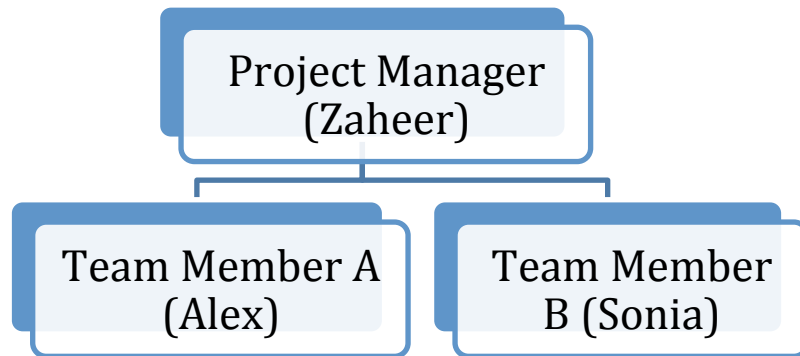
Project Sponsor:	Version: 1	Project Client	James & Emily
	Date: 5/1/12		
	Project Manager: Zaheer	File Name: 31006213_21994_01. doc	Page: 2 of 11

Deliverables

Organising and managing James and Emily's wedding ceremony.

Governance

Project client : James & Emily Postman
Project sponsor : James & Emily Postman
Project team :



Key stakeholders

Client : James and Emily Postman
Project manager : Zaheer Siddiqui
Project team members : Alex Samuel, Sonia O'Brien
Service providers : Various
Product suppliers : Various

Project plan

Attached as an appendix.

Gantt chart

Please refer to attached workbook named gantt_chart.xlsx

Activities schedule

Attached as an appendix.

Resource and cost plan

Please refer to Project master plan and Activities schedule.

Risk plan

Attached as an appendix.

Quality management plan

Attached as an appendix.

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Communications and reporting

Attached as an appendix.

Project report

James and Emily's (client) wedding was organised and managed by team of three. Zaheer (myself) worked as Project Manager, while Alex and Sonia assisted as team members.

A comprehensive project plan was prepared which included team responsibilities, time frame and budgetary allocations. All stakeholders were consulted at all relevant stages and communication chain was very strong. Team members were aware of project goals, scope and limitations. They had plenty of experience in organising similar events and had established network of reliable service / product suppliers. All these factors contributed in success of the project.

Client allocated budget of \$30,000; while team was able to provide all deliverable in time with \$25,300 without compromising quality. A significant saving of \$4,700, was highly appreciated by the client and team was able to get two referrals from them.

Team member Alex booked wedding & ceremony venues, successfully negotiated excellent meal deal, booked limousine and managed booking with jeweller. He assisted team in all other relevant tasks as well.

Team member Sonia, acted as liaison between client and the team. She kept well-informed James & Emily with all phases of the project. She also assisted team in various bookings such as dresses, DJ, wedding decorator, florist, hair & makeup artist and wedding night accommodation. She assisted team in all other relevant tasks as well.

I booked photographer, designed, ordered and distributed invitation cards and other relevant stationery, submitted 'notice of intention to marry', organised wedding cake on very reasonable price, ordered bonbonniere and other relevant extras. I supervised and managed the overall project and other team members. I ensured that all tasks are completed on time and all deliverables are according to agreed quality standards. I made sure that on the wedding day, all phases run on time. I coordinated team members effectively, which lead to a successful event.

In project conclusion meeting we analysed various aspects of the project. We found that printed stationery quality could have been better. Selected jeweller was bit dearer than some of his competitors. We made a note for our future events.