

# Project Plan Sample

## Project plan / Schedule

SNo	Task <sup>1</sup>	Comments	Assigned to	Deadline	Budget
1	Re-check guest list and confirm with James & Emily.		Sonia	2/1/12	-
2	Prepare wedding plan and decide on budgetary allocations.	Discuss budget with James & Emily and get approval.	Team. Sonia to get approval from James & Emily.	5/1/12	\$25,300.00
3	Select and book wedding venue for any available date in July 2012.	Within Northern or Western suburbs. Booking will decide the wedding date.	Alex	8/1/12	\$6,000.00 incl. meals
4	Select & book ceremony venue including celebrant booking.	Location should be close to wedding venue.	Alex	9/1/12	\$1200.00 incl. fees
5	Book photographer and videographer.		Zaheer	12/1/12	\$3,000.00
6	Book dresses (Groom, Bride, Groomsmen, Brides women).	Hire only	Sonia	20/1/12	\$2,500.00
7	Wedding Stationery (Invitation cards, RSVPs, thank you notes, place cards, bridal registry cards).	Design	Zaheer	20/1/12	-
8		Approval	Sonia	24/1/12	-
9		Order	Zaheer	25/1/12	\$1,000.00
10		Collection	Zaheer	1/3/12	-
11		Distribution	Zaheer	5/3/12	\$100.00
12	Book wedding car.	First preference – Limousine. Can select another	Alex	12/1/12	\$1500.00

<sup>1</sup> Source : Task list originated from Wedding Checklists available on:

<http://www.bridesdiary.com.au/articles/articleDetail.aspx?id=80>

<http://www.brideonline.com.au/articles/planning/start-planning-the-wedding-checklist.htm#.UDin1FHXFUQ> both links were accessed on 2/8/12.

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SNo	Task <sup>1</sup>	Comments	Assigned to	Deadline	Budget
		type due to budgetary constraints.			
13	Select wedding ceremony music and book entertainment (DJ).	Get preference from James & Emily. Organise music CD and book DJ.	Sonia	12/1/12	\$3,000.00
14	Decide on theme and colours to follow.	Discuss with James & Emily and get their preference.	Sonia	12/1/12	-
15	Book a wedding decorator.		Sonia	14/1/12	\$1,500.00
16	Florist – select bridal bouquets, button holes, wedding ceremony and reception flowers.	Consult with James & Emily. Place an order.	Sonia	15/5/12	\$1,500.00
17	Book an appointment with hair and makeup artist.	Check with James & Emily, if they have any preference.	Sonia	15/3/12	\$1,000.00
18	Book wedding night accommodation.	Check with James & Emily, if they have any preference.	Sonia	17/3/12	\$300.00
19	Fill out 'Notice of Intention to Mary'.	Get James & Emily to sign.	Zaheer	15/5/12	-
20	Book an appointment with jeweller for wedding bands.	James & Emily to select.	Alex	17/3/12	\$1,000.00
21	Order wedding cake.		Zaheer	10/5/12	\$400.00
22	Re-check the menu and select the wines and champagne.	Consult James & Emily.	Sonia	10/6/12	\$500.00
23	Finalise floor plan e.g. where the bridal table is, guest tables, DJ, where the band will play, where they will cut the cake, where the dance floor will be, where the MC and speech makers will stand.		Team	20/6/12	-
24	Order bonbonniere and other wedding day		Zaheer	17/6/12	\$500.00

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SNo	Task <sup>1</sup>	Comments	Assigned to	Deadline	Budget
	extras e.g. confetti, wedding bubbles, rose petals etc.				
25	Document order of service for the wedding ceremony and select/ write hymns, vows and readings.	Consult James & Emily.	Team. Sonia to consult James & Emily.	12/06/12	-
26	Re-confirm all relevant bookings and orders.		Team	1/06/12	-
27	Organise wedding rehearsal.		Team	30/06/12	-
28	Supervise the ceremony.		Team	5/7/12	-
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## Activities Schedule

Phases & activities	Responsibilities	Resources	Effort (hrs)	Started	Deadline	Actually completed	Comment / Status
Re-check guest list and confirm with James & Emily.		- Guest list - Phone	1	2/1/12	2/1/12	2/1/12	Completed
Prepare wedding plan and decide on budgetary allocations and get clients' approval.		- Meeting room - Phone	4	5/1/12	5/1/12	5/1/12	Completed
Select and book wedding venue for any available date in July 2012.		- Phone - Venues' list	8	6/1/12	8/1/12	8/1/12	Completed.  Venue booked for 5 <sup>th</sup> July 2012.  Alex successfully managed to secure a package deal. \$65 per head two course menu, with glass of wine and dessert. Function room & ballroom free.  Client is happy with the date and booking.
Select & book ceremony venue including celebrant		- Phone - Venues' list	8	7/1/12	9/1/12	9/1/12	Completed

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Phases & activities	Responsibilities	Resources	Effort (hrs)	Started	Deadline	Actually completed	Comment / Status
booking.							
Book photographer and videographer.		- Phone - Photo / Videographer's list	1	11/1/12	12/1/12	12/1/12	Completed
Book dresses (Groom, Bride, Groomsmen, Brides women).	- Take sizes from James & Emily - Sit with the client and assist them to visit bridal shop's website and select the dresses - Help them in browsing through the website	- Phone - Laptop - Mobile internet	8	15/1/12	20/1/12	20/1/12	Completed
Wedding Stationery: Design		- Adobe Photoshop - Previous designs catalogue	8	16/1/12	20/1/12	20/1/12	Completed
Approval		- Phone - Email	2	20/1/12	24/1/12	24/1/12	Completed
Order		- Phone	1	25/1/12	25/1/12	25/1/12	Completed
Collection		- Mail	1	1/3/12	1/3/12	1/3/12	Completed
Distribution		- Mail	8	5/3/12	5/3/12	5/3/12	Completed
Book wedding car		- Phone	1	10/1/12	12/1/12	12/1/12	Completed
Select wedding ceremony music and book entertainment (DJ).	Meeting with client, take CDs to choose OR ask for	- Laptop - Music CDs - Phone	4	8/1/12	12/1/12	12/1/12	Completed

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Phases & activities	Responsibilities	Resources	Effort (hrs)	Started	Deadline	Actually completed	Comment / Status
	their favourite music title.						
Decide on theme and colours to follow.	Meeting with client.	- Laptop - Sample photos	4	8/1/12	12/1/12	12/1/12	Completed
Book a wedding decorator.		- Phone	1	13/1/12	14/1/12	14/1/12	Completed
Florist – select bridal bouquets, button holes, wedding ceremony and reception flowers.			4	12/5/12	15/5/12	15/5/12	Completed
Book an appointment with hair and makeup artist.		- Phone	1	15/3/12	15/3/12	15/3/12	Completed
Book wedding night accommodation.		- Phone	2	16/3/12	17/3/12	17/3/12	Completed
Fill out 'Notice of Intention to Mary'.	- Get client's signature.	- Phone - Forms - Mail	4	12/5/12	15/5/12	15/5/12	Completed
Book an appointment with jeweller for wedding bands.		- Phone	1	16/3/12	17/3/12	17/3/12	Completed
Order wedding cake.		- Phone	1	8/5/12	10/5/12	10/5/12	Completed
Re-check the menu and select the wines and champagne.		- Phone - Meeting room	4	10/6/12	10/6/12	10/6/12	Completed
Finalise floor plan e.g. where the bridal table is, guest tables, DJ, where the band will play, where they will cut the cake, where the dance floor will be, where the MC and speech makers will stand.		- Meeting room	4	19/6/12	20/6/12	20/6/12	Completed
Order bonbonniere and other wedding day extras e.g.		- Phone	1	16/6/12	17/6/12	17/6/12	Completed

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Phases & activities	Responsibilities	Resources	Effort (hrs)	Started	Deadline	Actually completed	Comment / Status
confetti, wedding bubbles, rose petals etc.							
Document order of service for the wedding ceremony and select/ write hymns, vows and readings.	- After team meeting, visit client to hand-in/ discuss prepared docs.	- Meeting room	4	9/6/12	12/6/12	12/6/12	Completed
Re-confirm all relevant bookings and orders.		- Phone	8	29/05/12	1/6/12	1/6/12	Completed
Organise wedding rehearsal.		- Team - Client - Venue	4	30/6/12	30/6/12	30/6/12	Completed
Supervise the ceremony.		- Team - All booked resources	8	5/7/12	5/7/12	5/7/12	Completed
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## Risk plan

Risk	Likelihood (H / M / L)	Impact (H / M / L)	Risk Response (Contingency Strategy)	Responsibility
Wet weather	M	L	<ul style="list-style-type: none"> <li>- Wedding venue is undercover.</li> <li>- Ceremony venue is undercover. Both venues are 50 ft. apart and are joined with covered hallway.</li> <li>- Venue management ensured that courtesy umbrellas will be available for the day.</li> </ul>	Alex will make sure that hallway is accessible on wedding day.
Marriage Celebrant – No show	L	H	<p>Two confirmed guests are registered marriage celebrant.</p> <p>Alex has checked with them, both are happy to take over, if nominated Marriage Celebrant fails to come.</p>	Alex will re-confirm with all the three persons to make sure they are attending the wedding.
Photographer / Videographer – No show	L	H	Venue management provide backup photographer / videographer services on 30 minutes notice. It is a fixed price service and will cost \$4,500. No booking is required.	Zaheer will make sure that booked photographer/ videographer arrives at least 1 hour before scheduled time.
Missing guests.	L	L	Although James & Emily ensured that all guests are confirmed guests, still we will send them invitations and get RSVPs.	Zaheer will follow up RSVPs.
Various bookings	L	H	Relevant team members will maintain regular contacts with service providers to ensure that all booked services and commodities are delivered in time.	Team members
Health & Safety	L	M	Venue management ensured that they have all measures in place for guests health and safety.	Zaheer will keep an eye on any Health & Safety concerns. He will inspect the venue at least three hours prior to the commencement of event and will perform health & safety inspection.



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Risk	Likelihood (H / M /L)	Impact (H / M / L)	Risk Response (Contingency Strategy)	Responsibility
				He will address any identified issues and will coordinate with venue management for in-time rectification.
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## Quality Management Plan

Item	Agreed quality standards	Recovery procedure		
Wedding venue	Minimum 3 star.	<p>Venue management assured that their quality service is of minimum 4.5 star. Their relevant insurances are in place and have long history and excellent reputation in organising such ceremonies.</p> <p>Their service agreement states that they will organise event in a five star hotel on their expense OR will reimburse the whole cost with \$50,000 penalty if they fail to provide committed service.</p>		
Ceremony venue	Able to accommodate all guests with reasonable space for the ceremony.	<p>Venue management assured that they have long history and excellent reputation in organising such ceremonies.</p> <p>Two stand-by celebrants are attending ceremony as guest and are willing to assist if need be.</p>		
Photographer / Videographer	Must be well experienced in wedding events.	Venue management do have backup services available on additional cost.		
Dresses	Dresses must be of highest available standards and within budgetary allocation.	'Light in the Box ( <a href="http://www.lightinthebox.com">http://www.lightinthebox.com</a> )' provide cheap and dress hire service and do have overnight delivery service.		
Stationery	High quality print and heavy material.	Vistaprint.com.au services are reliable and deliver products in 48 hours time.		
Wedding night accommodation	Minimum 4 star.	Hotel charter assures to provide minimum 5 star alternative service to the guests plus complimentary food, if they fail to accommodate pre-booked guests.		
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## Communications and reporting

Stakeholder	Information required/ to be communicated	Frequency	Format
Team	<ul style="list-style-type: none"> <li>- Project information</li> <li>- Progress on all phases</li> </ul>	Daily and weekly	<ul style="list-style-type: none"> <li>- Team meetings</li> <li>- Emails</li> </ul>
Client	<ul style="list-style-type: none"> <li>- Budget approval</li> <li>- Plan approval</li> <li>- Dresses selection</li> <li>- Stationery approval</li> <li>- Music selection</li> <li>- Colour theme selection</li> <li>- Floral products selection</li> <li>- Hair &amp; makeup artist preference</li> <li>- Wedding night accommodation preference</li> <li>- 'Notice of intention to marry' documents; fill-in and signatures</li> <li>- Jewellery selection</li> <li>- Wine &amp; Champagne selection</li> <li>- Order of service, hymns, vows and readings.</li> <li>- Wedding rehearsal.</li> </ul>	Refer to project plan for communication / interaction dates.	<ul style="list-style-type: none"> <li>- Phone</li> <li>- Email</li> <li>- Client meeting</li> </ul>
Service providers	<ul style="list-style-type: none"> <li>- Bookings</li> <li>- Confirmations</li> </ul>	Refer to project plan for communication / interaction dates.	<ul style="list-style-type: none"> <li>- Phone</li> <li>- Email</li> <li>- Letters</li> </ul>
Product suppliers	<ul style="list-style-type: none"> <li>- Bookings</li> <li>- Confirmations</li> </ul>	Refer to project plan for communication / interaction dates.	<ul style="list-style-type: none"> <li>- Phone</li> <li>- Email</li> <li>- Letters</li> </ul>
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