



Project Timeline Scenarios

For use with Activity 3

For this Activity, you have been asked to identify a large Project Scenario and then create a Planning Timeline. You can identify your own project scenario or use one of the samples listed below.

Wedding Scenario

You work for a wedding planner. You have been asked to help with a portion of the wedding planning for a new client. The wedding is five months away from today's date. Your timeline needs to contain the following milestones.

- Alterations on dress made.
- Bakery selected and design consultation for wedding cake.
- Final fitting of dress complete.
- Florist and flowers selected.
- Purchase dress.
- Purchase of wedding cake finalized.
- Research bakery.
- Research florists.
- Shop for dress.
- Taste tests for wedding cake at two bakeries.

Speaking Engagement Scenario

You are helping to plan a conference for your company. There will be three speakers coming in from all over the country. You are responsible for organizing these speakers and looking after them the day of the event. The event takes place three months from today's date. Your timeline must include the following milestones.

- Confirm travel times with each speaker.
- Contact speakers to check availability.
- Deliver speakers to hotel.
- Do mic checks with speakers at venue.
- Drop off speakers at the airport.
- Escort speakers to hospitality room at the event.
- Pick up speakers at the airport.
- Pick up speakers the morning of the event.
- Purchase airline tickets.
- Reserve three rooms at a nearby hotel.

Back to School Fair Scenario

You are asked to arrange a Back to School Fair for the elementary school where you work. You have six weeks to pull it all together. Your timeline must include the following milestones.

- Advertise the event.
- Arrange for a book company to come in to set up.
- Contact book company about having a fundraising book sale the day of the fair.
- Contact the faculty to ask them to plan a fun activity in each of their rooms.
- Determine total cost of the event.
- Finalize list of activities in all areas.
- Notify the school board of your plans.
- Purchase supplies needed for each classroom's activities.
- Recruit parent volunteers to assist in each classroom.
- Set up the event.

Safety Inspection Scenario

Your supervisor has been notified that the factory is due for an annual safety inspection. The inspection will take place sometime within the next two to four weeks, but you don't have a definite date. Your supervisor has asked that you create a timeline that will ensure that the factory will be ready for the inspection. Your timeline must include the following milestones.

- All safety measures that you have taken need to be documented with paperwork.
- All safety warnings on equipment are clearly visible.
- Contact fire extinguisher repair company to recharge all 58 extinguishers.
- Determine if all AED kits are up to date.
- Read and review the company's safety manual.
- Replace ripped CPR posters in break rooms and cafeteria.
- The ----- days with no accidents sign updated.
- Replace three broken exit lights.
- Clear two fire exits that are blocked with overstock items.
- Verify that all 58 fire extinguishers are fully charged.