PNK ELEPHVNT

Project Management

Section 0007

Final Project Management Plan:

Garden Themed Wedding

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The Project Scope Statement

This section of our final project management report will include what we are planning and all the aspects of how we will achieve a finished product. Along with this, we will provide set goals in order to finish our project within established timelines, including what we will be delivering to our client, and the success criteria of the deliverables. This section will also include the exclusions and project priorities that are associated, which will let our client know where we currently stand.

Project Statement

Our team has been tasked with planning a garden-themed wedding with an outdoor reception for 120 people. Our bride has requested spanish elements to be included throughout the wedding and has given us 4 months to plan the wedding. In addition to guest management, the bride has requested our assistance with venue accommodations, aesthetics, food and beverage, and entertainment.

Project Objectives

Our objective is to plan a successful wedding that meets the expectations of the bride and all other stakeholders, within the predetermined budget. To do this, the team plans to communicate with all stakeholders at regular intervals to ensure the project is making progress and meeting expectations, while monitoring budget and expenses regularly.

Deliverable(s)

The main deliverable for this project will be a successful wedding day. To ensure this, all components of the project will need to be in place and ready to go to ensure a flawless event day is executed. To ensure our bride and her guests have an unforgettable experience that will remain in their hearts forever, we will have to manage the following categories of deliverables:

- Guest Management
- Venue & Aesthetics
- Food & Beverage
- Entertainment

Success Criteria

To be considered a successful event, we have recognized the following criteria:

- 4.5-star (or better) business review from the bride (and wedding party) after the event
- Wedding attendance meets or exceeds 85%
- Original predetermined budget is not exceeded by more than $500
- Deliverables are managed and delivered on time

Exclusions

In order to determine our project scope, the team has recognized the following items as exclusions of the project:

- Wedding Cake
- Bride, Groom, Wedding Party Attire
- Thank You Cards

Project Priority

In consideration of the project triple constraint, our team has ranked cost as an enhancement. If we are able to meet the needs and expectations of the stakeholders for less than the anticipated amount, we will be enhancing their customer experience, while simultaneously allowing more room within the budget for unexpected expenses, or saving the client money on the overall project. Time has been declared our constraint because our client has already determined an event date, which our team will have to work with. This leaves scope, which our team accepts as the set requirements.

	Cost	**Time**	**Scope**
Constrain		**X**	
Enhance	**X**		
Accept			**X**

Assumptions

- Finances/Budget
  - All event expenses are paid for by the client
  - Budget will be sufficient to successfully meet the bride’s expectations for the wedding
- Resources
  - Materials will be ready for delivery once scheduled
  - All materials will arrive on time

❖ Scope

➢ The venue will provide all necessary commodities

➢ The venue will accommodate 120 people

❖ Delivery

➢ All materials will arrive on time as scheduled

➢ Delivery dates will be set and on time with no delays

Stakeholder's Analysis

In this section, our team has identified individuals, groups, and/or organizations that can be impacted by this project. This includes their power and interest in the project deliverables. The following chart includes our Stakeholder Register, Impact/Support analysis, and stakeholder requirements.

Stakeholder Register	**Power Hi, Med, Lo**	**Interest Hi, Med, Lo**	**Requirements**
Client *(bride and groom)*	HI	HI	• Venue has capacity to accommodate 120 guests • Quality guest management, food, beverage and entertainment services • Tasteful Aesthetics • Reasonable budget
Wedding venue	MED	MED	• Date requirements • Capacity • Cost • Style

Guests	LO	MED	● Open bar ● Happy Bride & Groom ● Great food/entertainment ● Comfortable atmosphere
Florist	MED	HI	● Budget restriction ● Specific flower arrangements ● Transportation for flowers
Entertainment	LO	MED	● Select playlist ● Duration of entertainment ● Budget
Catering	MED	HI	● Food restrictions ● Types of food ● Menu ● Budget ● Setup/Preparation ● Food Service
Photographer	LO	HI	● Budget ● Hours ● Editing ● Setup ● Scheduling

Communication Plan

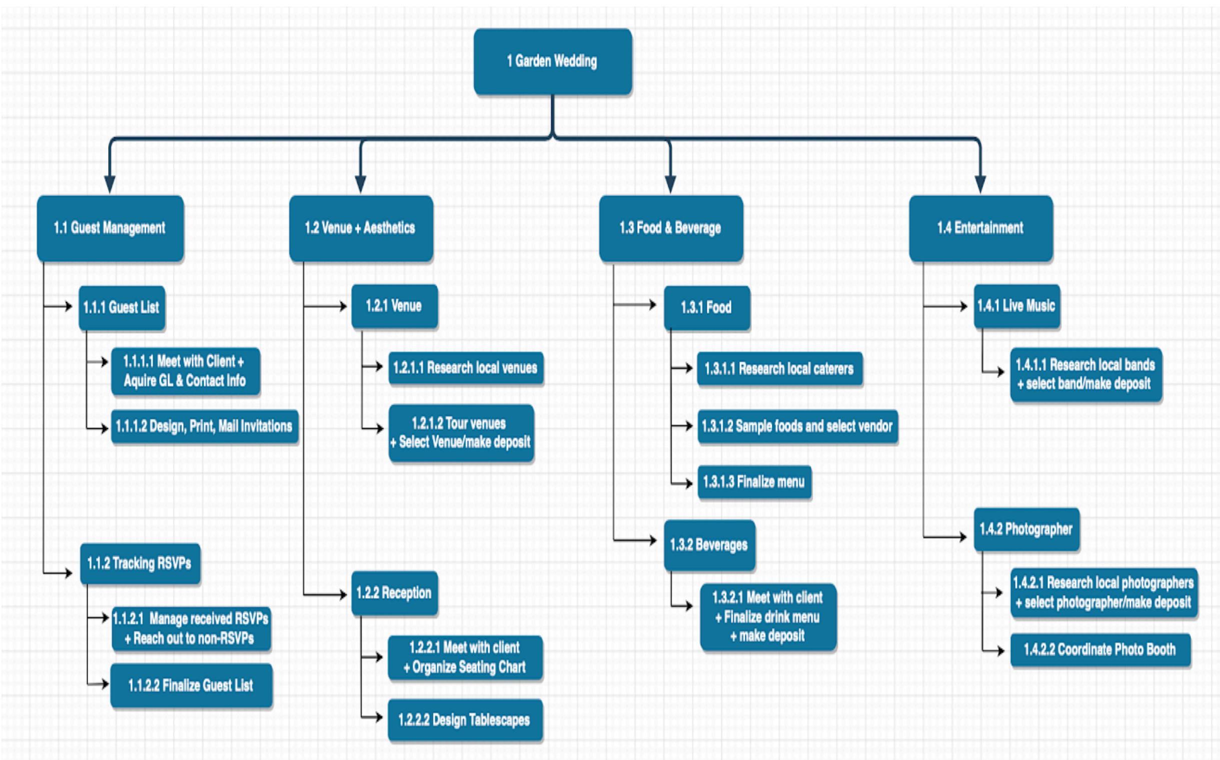
The purpose of the communication plan is to establish effective communication about all information regarding the stakeholders and keeping steady communication between vendors and the bride and groom to ensure a successful wedding. Organizing monthly meetings with the bride, groom, and vendors will be our main tool to give the latest and most accurate updates about the project progress. Below is a table that outlines all communication methods that will be used throughout the project.

Information Type	**Timing and/or Frequency**	**Sender**	**Receiver**	**Method of Communication**
Venue reports	Monthly	Casa Feliz venue representative	PNK ELEPHVNT, Bride & Groom	E-mail, Phone, & Meeting
Food & Drink Menu	Monthly	Casa Feliz food and bar services	PNK ELEPHVNT, Bride & Groom	E-mail & Phone
Live Entertainer	Monthly	Latin Wave Musical group manager	PNK ELEPHVNT, Bride & Groom	Phone & Meeting
Florist reports	Bi-monthly	Harry's Famous Flowers representative	PNK ELEPHVNT, Bride & Groom	Phone & E-mail
Decor updates	Bi-weekly	Casa Feliz venue representative	PNK ELEPHVNT, Bride & Groom	E-mail, Phone, & Meeting
Guest list confirmation	Weekly	Bride & Groom	PNK ELEPHVNT	E-mail
Photographer reports	Bi-weekly	Victoria Angela Photography	Bride & Groom	Phone & Meeting

Change requests	As needed	Anyone	PNK ELEPHVNT	E-mail, Phone & Meeting

Work Breakdown Structure (WBS)

The WBS shows a clear and straightforward plan of action for this project, clarifying all the smaller steps leading up to our deliverables. This is a clear map for our Stakeholders to view and understand how we will get to the end results.



The WBS Dictionary

The WBS Dictionary includes a complete list of all work packages identified in the Work Breakdown Structure Chart including the level, code, name, and description of each package.

WBS Level	WBS Code	WBS Name	WBS Description
1	1	Garden Wedding	A garden wedding is a wedding ceremony/reception which takes place in a garden
2	1.1	Guest Management	Central and complex task to ensure proper guest experience
3	1.1.1	Guest List	A list of potential attendees for the wedding
4	1.1.1.1	Meet with Client, Acquire Guest List + Contact Info	A meeting with the bride + groom to plan their wedding and acquire more information on client and attendees
4	1.1.1.2	Design, Print, Mail Invitations	The process of designing, printing, and mailing invitations to guests on the RSVP list
3	1.1.2	Tracking RSVP's	Task used to manage location RSVP's and status
4	1.1.2.1	Manage received RSVP's & Reach Out to non-RSVP’s	Task used to compile final guest list, filter attendees, and determine final headcount and check for any issues during RSVP process
4	1.1.2.2	Finalize Guest List	Task to finalize head count and determine necessary venue accommodations
2	1.2	Venue + Aesthetics	Step to determine venue and aesthetics of the wedding
3	1.2.1	Venue	Tasks related to venue
4	1.2.1.1	Research local venues	Search for local venues near bride and groom's destination
4	1.2.1.2	Tour venues + Select	Task to get a feel and determine the best venue, select final venue + make deposit to

		venue/make deposit	secure venue
3	1.2.2	Reception	Tasks related to wedding reception
4	1.2.2.1	Meet with Client + Organize Seating Chart	Meeting with client to discuss details of reception and create a seating chart for guests
4	1.2.2.2	Design Tablescapes	Task to meet with venue designer and design tables
2	1.3	Food & Beverage	Tasks related to food and beverages for wedding
3	1.3.1	Food	Task related to food
4	1.3.1.1	Research local caterers	Step to research local catering companies and determine which ones to sample
4	1.3.1.2	Samples foods and select vendor	Sampling of food from vendors and selection of final vendor
4	1.3.1.3	Finalize menu	Step to finalize menu for guests at the wedding
3	1.3.2	Beverages	Steps for beverage related tasks
4	1.3.2.1	Meet with client, establish open bar budget, select vendor, make deposit and finalize drink menu	Meeting with client to discuss budget of open bar, research local bar vendors, select vendor + make deposit, and finalize drink menu
2	1.4	Entertainment	Steps to determine entertainment options at wedding venue
3	1.4.1	Live Music	Step related to live music to be played the wedding

4	1.4.1.1	Research local bands, select band, make deposit	Research local live bands, select band, make deposit to secure for event
3	1.4.2	Photographer	Steps to select photographer of the wedding
4	1.4.2.1	Research local photographers, select photographer, make deposit	Research local wedding photographers, select vendors, and make a deposit to secure for event date
4	1.4.2.2	Coordinate photo booth	Coordination of photo booth for guests, including pickup/delivery times, and make initial deposit to secure for event date

Schedule Management Plan

A schedule management plan includes a few aspects such as activity duration estimates and predecessors, the project network diagram and critical path, and the project schedule. The activity duration estimates and predecessors will outline the sources, techniques, and include a summary table to ensure a clear understanding of how the estimates were formulated. Lastly, the project schedule will be presented in the form of a Gantt Chart.

Activity Duration Estimates & Predecessors

PNK ELEPHVNT determined that the best estimating method to use for this project was the analogous method. Being that our team has previously worked with wedding planning we used prior knowledge to estimate how long these activities will take. Our project time from start until finish, will take a total of 110 days, which falls within our predetermined timeline of 4 months.

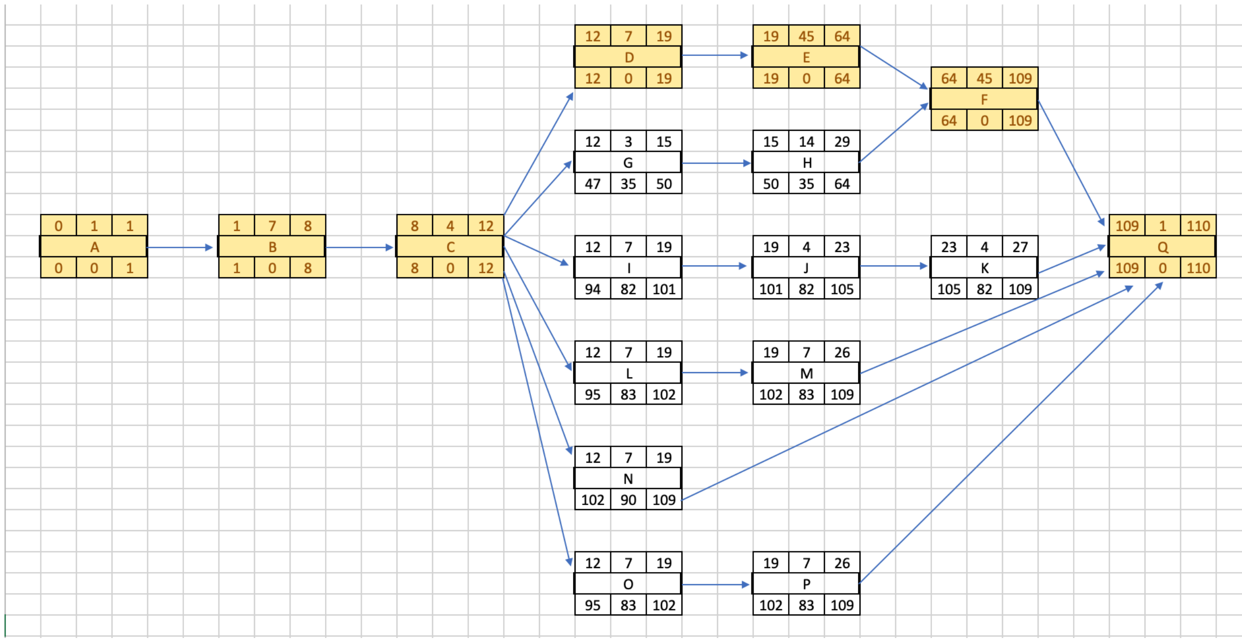
An assumption that needs to be recognized is that 1 day is equal to eight hours. In the summary table below, you will find a table with work package durations and details.

ID	Work Package	Duration	Predecessors
A	Meet with client + acquire guest list & contact info	1 day	none
D	Design, Print & Mail Invitations	7 days	C
E	Manage received RSVPs & Reach out to non-RSVPs	45 days	D
F	Finalize Guest List	45 day	E
B	Research local venues	7 day	A
C	Tour venues + select venue + make deposit	4 days	B
G	Meet with client + Organize seating chart	3 days	C
H	Design Tablescapes	14 days	G
I	Research local caterers	7 day	C
J	Sample foods & select caterers	4 days	I
K	Finalize food menu	4 day	J
M	Meet with client + finalize drink menu	7 day	L
N	Research local live bands + select band/make deposit	7 day	C

O	Research local photographers + select photographer	7 days	C
P	Coordinate Photobooth	7 days	O
L	Research bar, vendor and packages	7 days	C
Q	Wedding day	110 days	F,K,M,N,P

Project Network Diagram and Critical Path

In the Project Network Diagram below, all of the project tasks have been identified and placed in sequential order. Task dependencies were kept in mind as the diagram was completed. Additionally, early start, early finish, late start and late finish times were calculated based on the task duration estimates that were created in the section above. By identifying the tasks within our project network diagram with zero days of slack time, we were able to determine our critical path. The critical path has been identified by the yellow nodes, which are further described below.



Critical Path Continued

The first node, activity A, is a meeting with the client to acquire their guest list and guest contact information. This activity is particularly important as it is the initial step for the project, will provide a rough estimate of the number of guests, and will allow the client to set their expectations for this project.

Once an estimated number of guests has been determined, the project can move on to the next critical path node, activity B, researching local venues. To meet client expectations, it is expected the venue will comfortably fit all guests. Once a list of suitable venues has been created, we can move on to touring the venues and making a selection, activity C. It is critical to secure the venue in the early stages of the project to guarantee availability and to complete subsequent activities within the project.

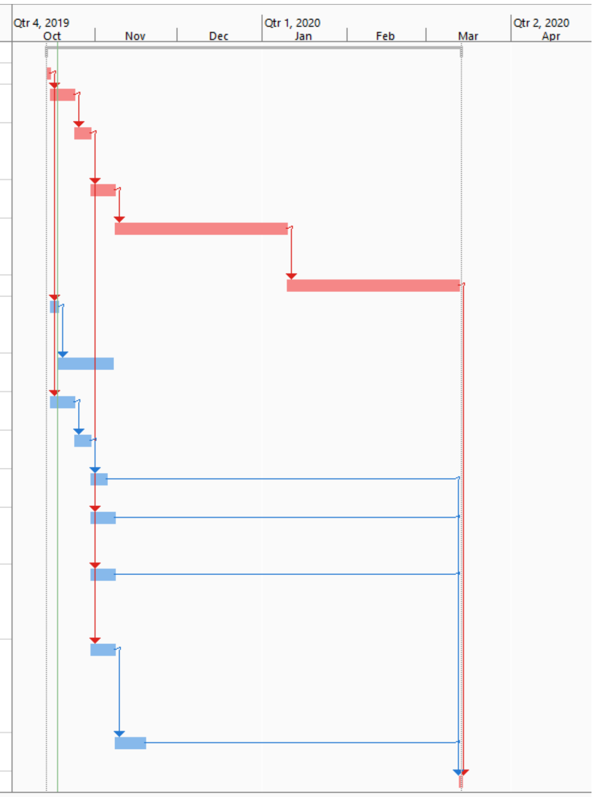
Once the venue has been selected and secured, the project can move on to activities D and E, which include designing, printing and mailing invitations, as well as managing RSVPs and following up with non-RSVPs. As we move through the critical path, we will finalize our guest list in activity F. These tasks are significant as they will affect planning for additional tasks throughout the project.

The critical path will end with activity Q, the client's wedding day. It is critical that all steps are completed on time and do not delay the project as any delay in the critical path will ultimately lead to an unsuccessful project.

The Project Schedule

Below you will find a Gantt Chart for the Garden Wedding Project, which clearly illustrates the timeline of how this project will be executed. Included in this is the project's schedule on a bar chart. This tool is very useful when looking to identify tasks, costs, durations, predecessors, and start to finish dates for this project.

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Cost
0			**Garden Wedding**	**110 days**	**Mon 10/14**	**Fri 3/13/20**		**$21,500.00**
1			Meet with client	1 day	Mon 10/14/	Mon 10/14/		$160.00
2			Research local venues	7 days	Tue 10/15/19	Wed 10/23/19	1	$1,320.00
3			Tour venues + select venue + make deposit	4 days	Thu 10/24/19	Tue 10/29/19	2	$120.00
4			Design, Print, Mail invitations	7 days	Wed 10/30/19	Thu 11/7/19	3	$120.00
5			Manage received RSVPs + Reach out to	45 days	Fri 11/8/19	Thu 1/9/20	4	$120.00
6			Finalize Guest Li:	45 days	Fri 1/10/20	Thu 3/12/20	5	$2,710.00
7			Meet with client + Organize seating chart	3 days	Tue 10/15/19	Thu 10/17/19	1	$160.00
8			Design Tablescapes	14 days	Fri 10/18/19	Wed 11/6/19	7	$1,630.00
9			Research local caterers	7 days	Tue 10/15/19	Wed 10/23/19	1	$120.00
10			Sample foods & select caterers	4 days	Thu 10/24/19	Tue 10/29/19	9	$160.00
11			Finalize catering menu	4 days	Wed 10/30/19	Mon 11/4/19	10	$3,360.00
12			Meet with client to finalize drink menu + make	7 days	Wed 10/30/19	Thu 11/7/19	3	$7,160.00
13			Research Local Bands | Select band + make deposit	7 days	Wed 10/30/19	Thu 11/7/19	3	$1,270.00
14			Research local photographers | Select photographer + make deposit	7 days	Wed 10/30/19	Thu 11/7/19	3	$2,120.00
15			Coordinate Photo Booth	7 days	Fri 11/8/19	Mon 11/18/19	14	$970.00
16			Wedding Day	1 day	Fri 3/13/20	Fri 3/13/20	15,13,11,12,6	$0.00



Cost Management Plan

PNK ELEPHVNT has developed a cost management plan including a detailed breakdown of cost estimates for work packages, a time-phased budget, and cash flow report. These tools have been used to approximate realistic costs for the scope of the project and is able to be easily compared with the clients expectations and predetermined budget.

Cost Estimates

PNK ELEPHVNT has determined cost estimates based on direct labor and material costs required for each work package. Labor costs were calculated by identifying the skills and number of hours required to complete each package. Material and other resource costs were calculated using a combination of prior experience, similar projects, and research. Below you will find a detailed table of all determined cost estimates.

ID	Work Package	Labor Cost of Work Package	Material or Other Resources	Cost of Material or Other Resources	Work Package Total Direct Cost
A	Meet with client to acquire guest list & contact info	$160	n/a	$0	$160
B	Design, Print, Mail invitations	$120	Wedding invitations, envelopes and mailing costs	$1,200	$1,320
C	Manage RSVPs and non-RSVPs	$120	n/a	$0	$120
D	Finalize Guest List	$120	n/a	$0	$120
E	Research local venues	$120	n/a	$0	$120
F	Tour venues + select venue + make deposit	$160	Venue Fee	$2,550.00	$2,710
G	Meet with client + Organize seating chart	$160	n/a	$0	$160
H	Design Tablescapes	$280	Flowers, centerpieces, decorations, etc.	$1,350	$1,630
I	Research local caterers	$120	n/a	$0	$120
J	Sample foods & select caterers	$160	n/a	$0	$160

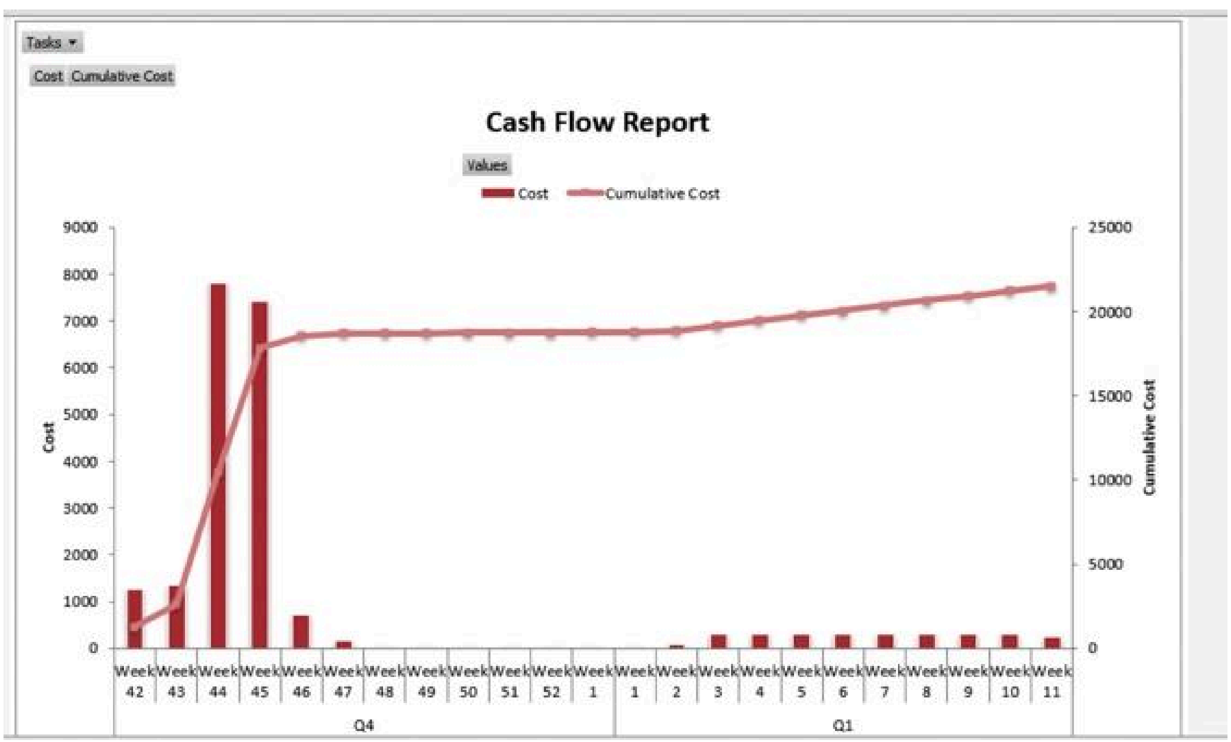
K	Finalize catering menu	$120	Buffet cost	$3,240	$3,360
L	Meet with client | Finalize drink menu + make deposit	$160	Open bar cost	$7,000	$7,160
M	Research Local Bands + select band/make deposit	$120	Live band fee	$1,150	$1,270
N	Research local photographers | Select photographer + make deposit	$120	Photographer fee	$2,000	$2,120
O	Coordinate Photo Booth	$120	Photo booth rental	$850	$970

Time-Phased Budget

PNK ELEPHVNT has completed the following Time-Phased Budget for our client. This allows the client to clearly see the budget on a timeline associated with each work package, without other information cluttering the chart. Below the time-phased budget, you will find a Cash Flow Report, which provides a visual representation of the projects budget. Through these tools, the client can quickly identify how and where the budget is being allocated, and at which periods of the project is most critical regarding cash flows.

				WEEK															
ID	Duration (In Days)	Work Package	Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
A	1	Meet with client to acquire guest list & contact info	$160.00	$160															
B	7	Design, Print, Mail invitations	$1,320.00				$120												
C	45	Manage RSVPs and non-RSVPs	$120.00					$120											
D	45	Finalize Guest List	$120.00															$120	
E	7	Research local venues	$120.00		$1,320														
F	4	Tour venues + select venue + make deposit	$2,710.00			$120			$2,590										
G	3	Meet with client + Organize seating chart	$160.00		$160														
H	14	Design Tablescapes	$1,630.00			$1,630													
I	7	Research local caterers	$120.00		$120														
J	4	Sample foods & select caterers	$160.00			$160													
K	4	Finalize catering menu	$3,360.00							$3,360									
L	7	Meet with client | Finalize drink menu + make deposit	$7,160.00							$7,160									
M	7	Research Local Bands + select band/make deposit	$1,270.00							$1,270									
N	7	Research local photographers | Select photographer + make deposit	$2,120.00							$2,120									
O	7	Coordinate Photo Booth	$970.00								$970								
		Week Total		$160	$1,600	$1,910	$120	$120	$2,590	$13,910	$970	$0	$0	$0	$0	$0	$0	$120	$0
		Cumulative		$160	$1,760	$3,670	$3,790	$3,910	$6,500	$20,410	$21,380	$21,380	$21,380	$21,380	$21,380	$21,380	$21,380	$21,500	$21,500

Cash Flow Report



Risk Management Plan

For this section, potential issues that are likely to arise in completing this project were considered, including what the project manager should look out for in managing this project, assessment of risk probability and impact, and identification of appropriate risk response strategies, corrective actions, and contingency plans. Two deliverables, the *risk register* and *risk analysis*, are listed.

Risk Register

In this risk register, possible risks that could occur throughout this project have been identified and described. These risks were thought out using worst case scenario situations and various risks were considered. Some known unknown risks identified include poor weather conditions - which is especially important considering this wedding is being held partially outdoors - vendor cancellations and/or delays, budget risks, and so on.

Risk ID	Risk Title	Brief Risk Description
1	Severe Weather	Bad weather conditions on wedding day *[i.e. rain]*
2	No-show Vendors	One of the potential stakeholders bails out and fails to deliver services and renegotiations of vendors may lead to higher expenditures *[i.e. catering]*
3	Budget Struggle	Decrease in available funds due to personal finances
4	Delay of materials	Wedding materials arrive late *[i.e. flowers, tablescapes,wedding cake, etc.]*
5	Cold Feet	One of the potential spouses gets cold feet and doesn’t show up on the day of the wedding

Risk Analysis, Responses, and Contingency Plans

The risk analysis table includes identified risks, how we will respond and the contingency plan. Each risk has a probability, stated in a percentage of how likely these risks will materialize. The significance of the impact is stated in low, medium, or high. For every risk, we have to take into consideration the projects priority, and then choose an appropriate response strategy. This means having a backup plan incase those risks were to occur. There needs to be a response to each risk, and action taken. That is why this contingency plan is very vital to the project. If one of the risks were to occur, then we will have a backup plan and take action to what needs to be done.

Risk ID #	Probability (%)	Impact (Low - High)	Response Strategy	Proactive Actions	Contingency Plans
1	30%	Med	Mitigate	Have a prepared area to move inside if needed	Move indoors
2	10%	Med	Transfer	Have a list of backup vendors	Call backup vendors
3	15%	Med	Accept	Have a secondary budget in place	Accept backup budget plans and move along accordingly
4	10%	High	Transfer	Have secondary materials available for cake, tablescapes, etc.	Use secondary vendors and accept the situation
5	5%	High	Accept	Ensure the arrival of bride or groom at specified time	Accept the bride or groom not showing up and cancel the wedding

Procurement Management Plan

The Procurement Management Plan defines which products or services we will be obtaining from external suppliers. The plan establishes time frames and due dates based off our Work Breakdown Structure.

Procurement Plan

The procurement needs for this project were found using information from the Work Breakdown Structure. These needs are the items that need to be purchased or outsourced. Each of these has a time frame based on the WBS. This time frame is the deadline of when we want these items to be purchased or outsourced. All of these needs have to be finished and ready on the day of the event.

Work Packages (from WBS)	**Procurement Needs (if any)**	**Time Frame**	**Notes (lead time, responsibility, etc.)**
K K M N H D	Food Vendors Drink Vendors Entertainment Vendors Photographer Decorations Invitations	10.15.19 10.20.19 10.21.19 10.21.19 10.22.19 10.22.19	These are all needed on the event day which is on 3.13.20

Procurement Document

The overall purpose of the procurement document is to ensure all prospect catering services are aware of the details of the wedding event. It includes a description of what we are looking for as far as packages offered. As well as what will be included and not included if prospect is selected.

Along with due dates and times of service and requirements that need to be met. Furthermore, also included is how to respond and who to contact if interested in providing catering services.

Scope PNK ELEPHVNT project management team is planning a garden themed wedding with Spanish elements for **120** people at the Casa Feliz wedding venue in Winter Park Florida. We would like to solicit catering services that offer Paella buffet packages. The venue will provide access to the kitchen and equipment needed for buffet stations as well as any tableware. Venue will not be providing any clean-up services for kitchen, tableware, and equipment used by catering service.
Time-frame The wedding will be taking place on March 13th, 2020. The ceremony will begin at 4 pm sharp and the reception will start at 6 pm. Caterer is advised to arrive to venue at 4 pm to finish food preparation and elegant presentation of food. Passed out Hors d'oeuvres must begin promptly at 6 pm while guests make their way into the reception. Buffet station must be set up with all food selections at the latest 6:45 pm to ensure all guests have a minimum of 75 minutes to dine before buffet is removed from reception at 8 pm. Reception will be ending at 11 pm and the venue kitchen and equipment must be left as found by 12.
Caterer requirements and responsibilities ● License to cater ● Time management skills ● Providing wait staff with experience and enthusiastic service ● Ensuring proper and necessary set-up, relocation (in case of severe weather), maintenance, protection and/or removal of equipment including periodic and final clean-up
Submission Instructions Interested catering prospects can respond to RFP via PNK ELEPHVNT's email, fax, or mail. We plan to request a minimum of two quotes for different buffet packages. Once requested, we will expect the prospect to provide the written quote within 5 to 10 days of the request. It will be expected that all quotes are received by PNK ELEPHVNT at least 7 days prior to decision deadlines in order to be considered. Quotes can be submitted by fax, email or mail.

Creative Component

The creative content below shows the selection process needed to distinguish between vendors and prioritize through numerical methods. Having established guidelines can help eliminate vendors that don't offer the best price, quality, delivery accuracy, or anything listed as a requirement for the parties involved. This section will also show how the creative component is implemented by the people involved during the wedding process and how this component is useful.

- **Kick-off and requirements definition**
    - Form a project team of people that common interests in process
    - Define the requirements to the product or service
    - Find differences between functional and non-functional requirements

- **Market Research + Vendor Filtering**
  - Goal of this step is to get a first short list of vendors
  - Which you want to start a Request for Proposal (Step 3)
- **Why the RFP?**
  - You make a formal request to the selected vendors
  - Recommended to create evaluation sheet
- **What is POC?**
  - Allows you to check the vendor's actual capability to deliver
  - Good instrument to get an overall impression of the vendors and check the 'soft factors'
- **The Final Step**
  - The base for this should be the evaluation sheet and result from POC
  - Look at the total scores and criteria to make a ranking of the vendors