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Project Name: Trip Planner

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Date: December 1, 2021

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Introduction/Background/Objective

The objective of this project is to plan a trip in Somerset Massachusetts for Jesse Shakarji and his girlfriend. We have to make sure it's within his budget, and that he'll have as much time to spend as possible with her. This includes his transportation methods, shelter, food, activities, as well as unforeseen expenses. All possible risks need to be taken into consideration so he can have the best experience possible.

Current Situation and Opportunity Statement

Jesse's trip is starting near the end of December, however it may be affected by Covid restrictions. This plan is also being made under the assumption that those same restrictions won't tighten, and that the budget will still be the same by then. The ideal situation would be for there to be no Covid restrictions, as they impact maximum capacity for certain things, and result in agitated and unreasonable people who don't want to follow those restrictions. Another ideal situation would be for everything to stay within budget, but it won't heavily impact Jesse if that's not the case, which it likely won't be.

Analysis of Options and Recommendations/Preliminary Requirements

Before the trip can start, he needs a place he knows he can stay when he arrives, make sure he has a mode of transportation when he gets there, he needs to pack all the necessary items, and make sure he has enough money to last for the trip.

For this project Jesse plans to spend between 500-700 dollars on the trip in total. Since this is a fairly tight budget in today's economy, he should choose the cheaper options where he can. For example, by staying at his girlfriend's, Felicity, aunt's house instead of paying for hotel rooms he will save by not having to rent a place to stay. Additionally, both his girlfriend and her parents plan to transport him around while he is visiting so there will not be any costs associated with transportation aside from the flights themselves. As for the flights, Jesse plans to fly into Rhode Island T.F. Green International Airport (PVD)(Providence Rhode Island) as this will actually be a shorter drive for his girlfriend to pick him up from the airport as opposed to him flying into the Boston Logan International Airport (BOS). A downside to this is that flight costs increase if he flies into Providence Rhode Island. Additionally, Jesse doesn't want to have any layovers during his trip so this also increases the cost of his plane tickets. With all of this in mind it can be estimated that Jesse will pay \$252 for his round trip plane tickets at the least, so he needs to be careful when selecting activities.

Schedule and Budget Estimates

As for Jesse's trip schedule we can start by talking about his flight plans. Jesse plans to fly out on December 27th and return flying back on January 3rd making his trip exactly one week long. In order to make sure his girlfriend doesn't need to drive far to pick him up from the airport, Jesse will be landing in Providence Rhode Island (PVD). Because of this choice his flight cost is going to be slightly higher than if he were to fly into Boston paying at least \$252 for

the round trip flights (as seen in the Budget Cost Benefit Analysis Artifact). As for Jesse's housing he plans to stay at his girlfriend's aunt's house which will save him some money considerably (as this is a free option)(Seen in the Budget Cost Benefit Analysis Artifact). Additionally both his girlfriend and her family will be providing transportation for him while he is visiting, also removing any additional transportation costs aside from his flights. With these decisions in mind the rest of Jesse's budget can be allocated to food and activities. When considering Jesse's food budget it is important to first consider that he may be eating a lot of his meals at his girlfriend's house for free. With that being said he does plan to spend a day in Boston with his girlfriend visiting Faneuil Hall (shopping center), and visiting Providence Place Mall back closer to her house. Considering a worst case scenario with Jesse eating out twice a day with his girlfriend five days a week spending an average of 20\$ per meal, Jesse should plan to allocate \$200 of his budget for food costs. Jesse will likely not nearly spend this amount of money but it is important to give wiggle room especially if he doesn't split checks. Lastly, it is important to discuss costs coming from activities he may do while he is visiting. For one there is Providence Place cinemas at Providence Place mall which is 15 dollars per ticket. Assuming he treats his girlfriend this will cost him 30\$. Additionally, Jesse may want to buy her some gifts at the mall while he visits and has agreed to allocate an additional \$150 to buying his girlfriend things while they may be at malls or around town. With all of these costs in mind it is possible to estimate that Jesse's budget should be \$632 falling perfectly between his original estimation being between \$500 and \$700(This budget is an estimation based on what we could gather from the Budget Cost Benefit Analysis document along with what information Jesse and his girlfriend could provide).

Potential Risk

There are several risks that come with this trip. Covid infections are still possible, sometimes even if the person is fully vaccinated, restrictions could tighten again, Jesse could mismanage his budget, or the weather could be terrible by the time he arrives at his destination. When it comes to Covid, the biggest factor is other people, so it's likely there will be unvaccinated people not following safety protocols. However, Jesse and his girlfriend are vaccinated so the likelihood of them getting infected with covid is low and the chances of them getting severely sick if infected is low(Probability Matrix). Bad weather is another possibility, whether it delays the flight or interrupts an activity, as well as holiday prices on plane tickets. Bad weather may have a high impact if that possibility comes to pass but it has a medium probability. Visiting friends, trying trendy new foods and sightseeing are the positive risks that have a high impact and a high probability this will occur. Unlikely risks may be crime when traveling either in the airport or once landed, or issues with making the flight time. If the weather is bad then there is a higher possibility that Jesse and his girlfriend may get into an accident. Additional risks come from Jesse's girlfriend and her family themselves as they are also stakeholders in this project too (See Stakeholder Analysis Document). It is important that throughout his stay in Somerset that Jesse keeps his girlfriend happy and a great way of ensuring this is by making sure all plans (both travel and activities) go as smoothly as possible. The same goes for her parents as they will be meeting for the first time and the trip could go sour very quickly if he doesn't make a good impression. It is of the utmost importance that Jesse

have backup plans in place and alternate activity options at the ready if something doesn't work out (These additional options can be extrapolated from the Budget Cost Benefit Analysis document).

Tools Used

MS project was an important tool used to create some of the artifacts, as well as Excel which was used to make things like the responsibility assignment matrix. Google Slides and Docs were used for the rest of the artifacts, as everything is saved automatically, and it makes collaboration easier. GroupMe was also used as a general messaging application so we could stay in touch with each other and share quick notes if need be.

Project Management Process

For the initiation process, the group identified that the only stakeholder was Jesse, and the project charter was developed. Jed met with his brother to discuss the trip, then after getting all the necessary information met up with the group to discuss the requirements of the project. The project charter, communication management plan, and responsibility assignment matrix were all completed. We decided on the project roles and sponsors in class before any of this. Finding the project was hard, as a lot of us didn't know about anything that could be considered a project for a while.

Planning involved the risk register, WBS, schedule, and scope statement. Once we figured out who was doing which artifacts, we met up weekly to monitor progress, and to brainstorm any ideas for the future.

Execution wasn't very hard, seeing as our project was planning a trip, so there weren't any materials to gather. The sponsor had a relatively low budget, but housing and transportation was also being provided for free.

Monitoring and controlling had a very big focus on looking at the Covid percentages, to see if anything spiked. Several variants, with Omnicron being the newest one, came out.

Finally, for closing, a lessons learned report was completed, the recommendations were given to the sponsor, and the final presentation, a skit, was presented to the class.

Critical Assumptions and Constraints

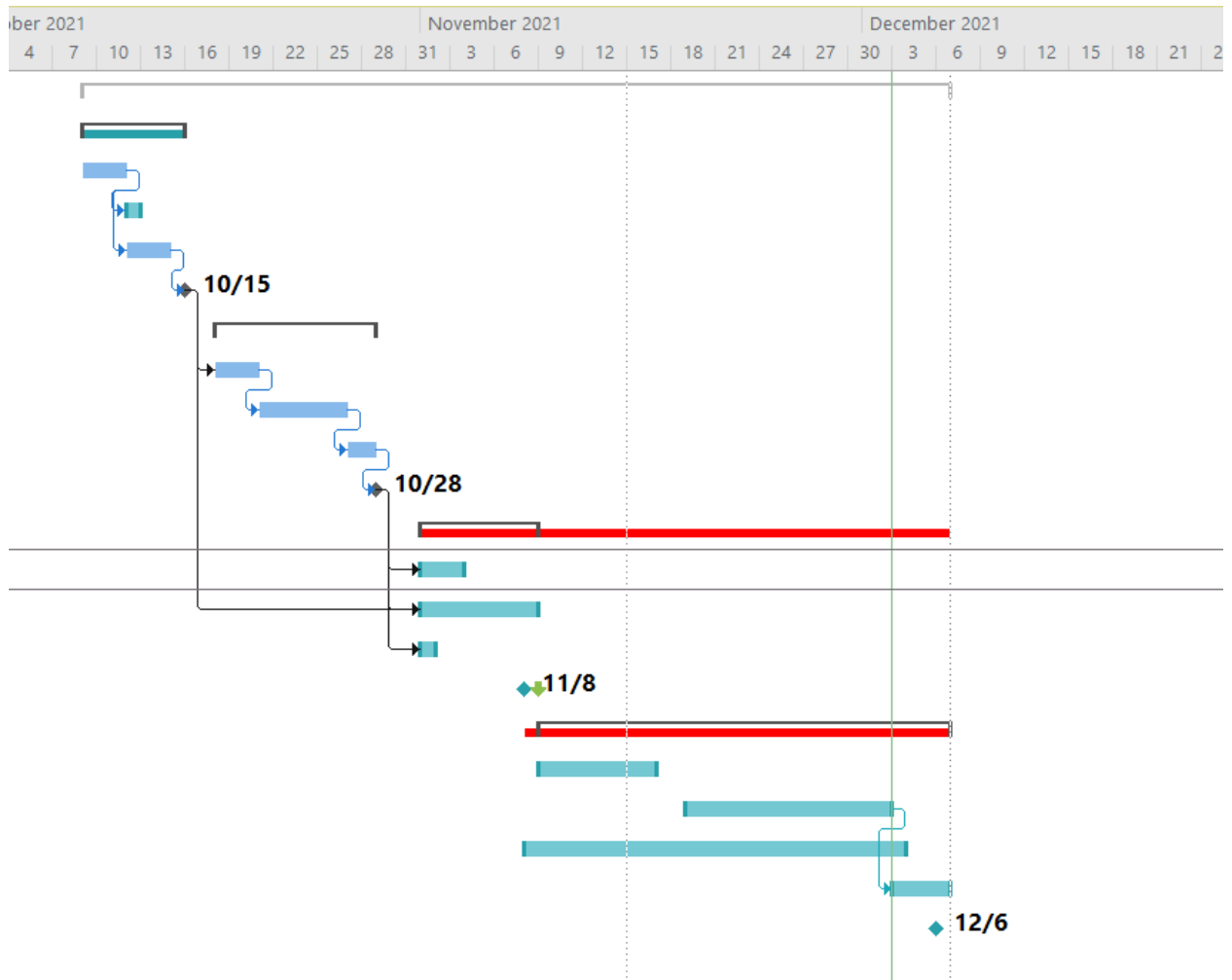
The main constraint facing the project was time. Unfortunately, this trip will not be executed until after the course ends. Due to this constraint, we will have to plan ahead for any issues as if any issues occur right before or during the trip, we will not be able to respond and react to these issues. Assumptions we have made are that Jesse should have no problem controlling his budget, as he's generally a responsible person. Another assumption we made is that Jesse will be at the airport on time, and be able to make his flight without any issues. Some constraints facing the project will be time, as Jesse will only be visiting for an extended period of time. Other assumptions we made regarding project execution was that we will be able to acquire all the resources needed such as the budget. Also, we assumed he would stick with us as his Project Management team while also assuming he wouldn't cancel the trip for any

reason. When splitting up the work we assumed team members would have the adequate skills and materials to complete their responsibilities, and that they would complete these responsibilities on time. Some constraints our team faced was only having five team members, which could've limited the scope of our project or added extra work to each specific member.

Work Breakdown Structure and Gantt Chart

Our work breakdown structure is composed of three different deliverables in which are organized in the order in which we decided was best to complete the artifacts. In our first deliverable we start our project on Sat 10/9/21. This deliverable lasted six days and we were able to complete a Project Idea Brainstorm, Requirements, and Project Introduction. We finished the deliverable one on 10/15/21. Our next deliverable started on 10/18/21 and was worked on through 10/28/21. This deliverable was nine days and the tasks were the Project Charter, Communication Plan, and SWOT. Our third deliverable was the longest and went on for 20 days. We had the tasks of Budget/ Cost Benefit Analysis, Implementation, Project Journal, and Lessons learned. This deliverable was started on Tuesday 11/9/21 and was worked on until Monday 12/6/21.

	Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾
		Simple Project Plan	42 days?	Sat 10/9/21	Mon 12/6/21
		1 Project idea and Introduction	6 days	Sat 10/9/21	Fri 10/15/21
		1.1 Project Idea Brainstorm	2 days	Sat 10/9/21	Mon 10/11/21
		1.2 Requirements	1 day	Tue 10/12/21	Tue 10/12/21
		1.3 Project Introduction	3 days	Tue 10/12/21	Thu 10/14/21
		1.4 Project Idea and Introduction Comp	0 days	Fri 10/15/21	Fri 10/15/21
		2 Artifact Section 1	9 days	Mon 10/18/21	Thu 10/28/21
		2.1 Project Charter	3 days	Mon 10/18/21	Wed 10/20/21
		2.2 Communication Plan	4 days	Thu 10/21/21	Tue 10/26/21
		2.3 SWOT	2 days	Wed 10/27/21	Thu 10/28/21
		2.4 Artifact Section 1 Complete	0 days	Thu 10/28/21	Thu 10/28/21
		3 Artifact Section 2	6 days?	Mon 11/1/21	Mon 11/8/21
		3.1 Stakeholder Analysis	3 days	Mon 11/1/21	Wed 11/3/21
		3.2 WBS	6 days	Mon 11/1/21	Mon 11/8/21
		3.3 Probability of Risks	1 day	Mon 11/1/21	Mon 11/1/21
		3.4 Artifact Section 2 Complete	0 days	Mon 11/8/21	Mon 11/8/21
		3.5 Artifact Section 3 and Completion	20 days	Tue 11/9/21	Mon 12/6/21
		3.5.1 Budget/ Cost Benefit Analysis	6 days	Tue 11/9/21	Tue 11/16/21
		3.5.2 Implementation	10 days	Fri 11/19/21	Thu 12/2/21
		3.5.3 Project Journal	20 days	Mon 11/8/21	Fri 12/3/21
		3.5.4 Lessons Learned	2 days	Fri 12/3/21	Mon 12/6/21
		3.5.5 Artifact Section 3 and Completion Complete	0 days	Mon 12/6/21	Mon 12/6/21



Overall Summary

To start things off we talked with Jesse and discussed his trip with him while going over the logistics of what transportation he will use and what activities he and his girlfriend were interested in doing. This also involved going over his budget and how he would manage it. The budget helped us determine what activities were feasible to do and what's the best transportation option for Jesse to use. We recommended activities he could do so that we could help him keep everything within his budget. Jesse had no problem managing his budget since he is a responsible person overall. We went over the negative risks he may encounter while traveling and the positive risks. Since we couldn't predict possible bad weather, since he was not set to travel until at the end of the month, we found that Jesse's trip will go smoothly without any delays or negative outcomes happening. Chances of them getting sick with covid are low since they're vaccinated and following basic Covid restrictions.

References Artifacts

<https://docs.google.com/spreadsheets/d/16DVclorwp-BVYNE2KtGUaDxvGhoW9fLYaj-9lGtKDrU/edit?usp=sharing>

<https://docs.google.com/presentation/d/1QLDQcQJa5eRNN9DIr6hvsvUFRHmjMfGzU3780Nn9rPA/edit?usp=sharing>

<https://docs.google.com/spreadsheets/d/1SQ17g1Kz-AgwtlDmw1uLFvMfEecgAQyZiwEw0Wi9Ex8/edit?usp=sharing>

<https://docs.google.com/document/d/1Ek--RBB1YGTmaWZdJ7DKG7Pkm7WcmwGp6YjF0Qaz3PU/edit?usp=sharing>

https://docs.google.com/document/d/1HcAEISX55IAOfM-clCHumoS-D3pRL_XWYcNAMPPIRNw/edit?usp=sharing

<https://docs.google.com/document/d/1xxqNfhn3uiTvB9VGwaBK3a5KwoVi8DiBeoFr3lq2No/edit?usp=sharing>

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https://docs.google.com/document/d/1_Ydlc8MVRH1azyra4y5wET9C1VKs1FOWImMMryZi6Ok/edit?usp=sharing