

PROJECT PLANNING GUIDE

This guide has been provided to help you produce a detailed project plan for your event should it be required.

Project Definition and Description

- Reason for and brief description (executive summary) of the event/activity.

Project Manager and Project Sponsor

- Name and title of Project Manager
- Name of Project Sponsor (if any), and value of sponsorship.

Project Objectives

- Summary of key objectives of the project.

Project Details

- Background information on the event / activity / project
- Project scope – including a breakdown of all operational phases or stages in the projects completion
- Key Project Dates – such as actual event date, major rehearsal dates, cancellation dates, deadlines
- Venue selection considerations & requirements – including completion of access checklists for all venues being considered
- Key Partners and Stakeholders – including a description of any existing relationships. Partners may be cash or contra partners, and stakeholders are any relevant person or organisation that has an interest in your project
- Responsibilities and duties of the Project Manager
- Project staffing and resources – including volunteers, contractors and suppliers
- Target audience & expected patronage of the event / activity
- Details of all production requirements (including all technical production, entertainment, safety etc) as well as contact details for all suppliers and production team members

- Transport requirements, including parking details and conditions
- Ticketing requirements, including price structure and conditions
- Media and Communications Strategy, including identified PR opportunities.

Tasks, Timeframes and Resources

- Detailed list of all tasks that require completion for the successful delivery of the project, the category of the task, its due date and the person responsible for its completion. For example:

| Task | Category | Due Date | Delegation |
|---|-----------------|-----------------|-------------------|
| Draft project plan for committee review | Admin | 30-Aug | Joe Smith |
| Review proposed venue (checklist) | Venue | 22-Oct | Jane Jones |
| Complete final version of project plan | Admin | 29-Oct | Joe Smith |
| Finalise catering numbers | Venue | 12-Nov | Joe Smith |