

Management interim report



**ASSIGN
BUSTER**

INTERIM REPORT ON PROJECT PLAN FOR ORGANISATION OF MUSIC FESTIVAL

Introduction and relationship of project to me I am an event management contractor specialised in developing project plans for occasions like games, wedding parties, funeral ceremonies, bazaars, picnics and a host of other parties. We have just been hired by a music promoter to develop the project plan for a one day music festival. By undertaking such a report, I would earn income and gain more experience in my field, while my client would be able to get professional guidance on how to carry out the music festival project. At the same time, other stakeholder would benefit by getting a good grasp of the role they need to play to make the project a success. This would subsequently guide them in the future and avoid the hurdles of developing a new project plan each time a new project idea is conceived and due for implementation.

1a) Objectives

The objective of this project is to develop a project plan for the organisation a one day music festival to be held in Greenwich Park. For the organisation of the musical festival to be a success on the part of the promoter, a detail project plan would be developed to incorporate all the activities and guide the promoter on what steps and decisions to make. To meet up with these objectives, the following plan would be followed and proposed to the organiser:

Defination of deliverables

Defination of the work packages

Estimation of the work to be performed

Scheduling of work packages

Manage resource availability

<https://assignbuster.com/management-interim-report/>

Create the budget

Integrate the schedule and the budget

Identify key performance indicators

Identify critical success factors

1b) Scope

For the scope of this project, it is being undertaken for a target audience of 5, 000 people. In addition to this, the plan is being developed for the musical festival to take place one month from today.

1c) Work break down structure

The work breakdown structure is as shown on the Microsoft Visio Worksheet.

Work break down structure for music festival project

2) Project Network Diagram

The project network diagram would be drawn in the final report.

3) Project Team Structure and summary of personnel required

Detailing the team structure has to do with resource loading and task scheduling. The structuring of the clients team to handle this project would depend on the number of employees it has. If the number of employees were given then I would have proceeded to making a resource loading chart so that the client would strictly follow. However, my team is an eleven-man team comprising the overall project director, and ten other persons. Each of the five major tasks (musicians, hall, finance, logistics, and safety & security) is handled by two team members to ensure a supportive system of task management and control.

4) Project Subcontractors

The major subcontractors to be involved in this project include: the security company, the catering company, the paramedics & safety team, the

transportation company for the musicians and other aspects of the band, the media, the website developer, the decorating company, and the accounting firm to draft and make estimates on the budget. Given that these contractors vary in the products and services they offer to the project as well as the duration for which they would be contracted, the types of contracts signed with them would also vary.

Dear customer, please take note that these are the arguments you would advance in class during your presentation.