

Project planning



ment of work for wedding proposal project Project scope: Help Alvin Lim (Alvinology), reach his 1001 proposals in order to woo Rachel Chan. Wedding project: An online proposal to help Alvin Lim reiterate his propose to Rachel Chan.

Outcome/ Deliverables:

a. The message is the following:

“ Rachel, will you marry me? I am waiting for your answer at a secret location. To find me, you need to unlock a series of clues which showcase my five resolutions to you. The first clue is in a video posted on my blog. I will be waiting for you till you show up.”

This message will be posted to Rachel Chan via Twitter, Facebook, Freindster, and stated other social media channels so that 1001 messages in total will be reached.

This message will also be sent via SMS, MMS, and E-mail.

b. That at least 3000 names of contacts (friends, associates, business colleagues, participants in Alvin’s blog) and so forth be contacted

c. That, at least, 2000 individuals of those contacted will post Alvin’s banner (<http://alvinology.com/2009/10/26/project-r-wedding-proposal-2-0/>) on their blog, website, or similar place online. This banner will link back to his blog.

d. That progress will be monitored and response of above collected, assessed, and ascertained to assure comprehension and progress of project.

e. That Alvin will be assisted in continuously updating everyone on the progress of his proposal collection via his blog and Twitter account. Work will include:

i. Uploading photographs and,

ii. Information about his five resolutions as Rachel solves them one by one

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f. That secrecy will be maintained until date – 26th October 2012, (i. e. that plans will be formulated so that details of plans will not leak out to Rachel beforehand); that Rachel will be prevented from accessing Alvin’s blog in the meantime.

g. That individuals who receive links will be supportive of Alvin (not include for instance competitors who will want to marry Alvin instead thus keen to ruin plan).

h. That back-up plan will be created if Rachel rejects Alvin’s plan; a back-up plan, of averting embarrassment to Alvin will also be created.

i. Follow-up how respondents will be thanked for participation and informed of (hopefully) successful outcome.

Resources Required:

i. A Laptop/ Desktop, a working Internet connection, activated software for online communication, an alternative PC and connection, working Phone and Cell-phone with SMS, MMS and E-mail facility with a prepaid plan that is covered by the budget of project.

ii. Human resources: Alvin’s supporters with an active and efficient level of communication.

Specific Task

i. Communicating all Alvin’s supporters and informing about the details of the plan to provide them proper task-details to follow up with Alvin’s project.

2. Period of performance: August 2011- October 2012.

3. Project manager; *

4. Physical location: Work will be performed online and via fax/ phone communication

Resources Required:

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- i. A suitable place, such as personal room or office, with proper electricity and internet supply, phone connections and with emergency facilities in surrounding (i. e. a lost connection, a PC failure), where the entire plan can be executed without interruption.
- ii. A supporter, a manager or a peon to take care of various events while execution is ongoing.

Specific Task:

- i. Arranging and checking out all the connections, communication facilities and PC's performance with possible alternatives.

5. Supplies and equipment:

Resources Required: Electric supply, water and food supply, above mentioned equipments and emergency options (such as an urgent repair).

Specific Task:

- i. Fixing up all the equipments to go through a final check before proceeding. Testing all the lines one by one and ensuring that all the lines are working fine over HTA (Hierarchical Task Analysis) Pattern.
- ii. Drawing a detailed chart of all the steps to be taken and all the procedures to be involved in overall task.
- iii. Preparing a preset checklist for every step. (To be applied before every new step)
- iv. Practicing a rehearsal check for a small number of messages sent in a set time to estimate overall successes of proceeding.

6. Payment rate: Flat fee \$4, 000

Resources Required:

- i. Cash (If it is to be withdrawn from bank or Card)
- ii. An online payment option

iii. A checkbook

iv. A paper/ online receipt

Specific Task

i. In case of cash transfer, money must be withdrawn before the task

ii. It must be assured that checkbook/ online payment option is in ready and accessible position

7. Total not to exceed: \$4, 000

Resources Required:

i. A pre-accessed budget plan

ii. A money flow chart

iii. A margin for possible additional expenses

Specific Task

i. To keep a safe margin and well managed budget plan ensuring the accomplishment of task with given budget.

8. Payment terms: Vendor will invoice UCSD upon completion

Resources Required:

i. Accessible online money transfer options

Specific Task

i. To send the money on Vender's invoice checking that the payment is genuine under the given circumstances

9. Employee-vendor relationship: An employee-vendor relationship exists,

Employee-Vendor Disclosure form faced to Procurement & Contracts

Resources Required:

i. A direct prior contact with the vendor to make sure about the services he provides

ii. A detailed description of charges, terms and conditions which vendor

applies for the task.

Specific Task

i. To make sure that vendor and all his offerings are genuine and comes under legal and professional requirements required by the client.

10. Worker's citizenship: Vendor is US citizen

Resources Required:

i. A verification document from the vendor that proves his/her citizenship

Specific Task

ii. Checking vendor's authenticity and genuineness for the task he/she is appointed on