

Project Planning – The Project Pile-Up

Location: Boston Office Break Area – Late Morning

The new employee stares at computer screen during a lunch break, reviewing reports while on a video call with Cyrus.

Cyrus

Did you receive my sales report last week?

As Cyrus begins to speak again, Justine enters the room. The new employee turns to Justine.

Justine

Do you have a minute?

The new employee turns and nods at Justine. The new employee looks back at computer, waves to Cyrus and screen goes blank. Justine moves and sits next to the new employee. She pulls out notepad and looks at the new employee.

Justine

(cheery)

I'm sure you already heard around the office, but we're going to be starting a 5K race this year - and we are all so excited!

She smiles wide and begins searching through her bag. She pulls out a packet of paper.

Justine

Now, I would normally do this myself, but I'm way too busy to start any sort of planning. I knew you'd be a great person to get involved with this project.

She tilts her head and raises her eyebrows with a smirk.

Justine

This packet has some photos, proposed route and some other information to help out with logistics. I also snuck in a list of things that I think would be amazing to have at the race and the reception.

Justine puts the packet on the nearby desk and flips through her notepad. She points on the page with her pen and stops herself abruptly, looking at POV.

Justine

It's going to be a little bit of a time crunch



considering it's a month away, but I'm sure you can get this done.

She starts going down the list with her pen. She flips the notepad again.

Justine

We've been debating about what to do for food. Food trucks are really cool, but maybe too casual? I mean, we could have the event catered ...

(pauses)

I'll let you guys decide that. I trust your judgment. Once you figure that out, we'll need to narrow down options for the reception. And try to pull in some vendors for it. Get them partnered up for the race itself while you're at it.

She puts her notepad on her lap and looks at POV.

Justine

This whole shindig might seem daunting, but you'll have a team. Philip's clued in, so he'll likely call a meeting for you to join. The more people you can get involved, the easier it'll be.

(pauses)

Oh, and give me an estimate for the budget within the week. I want you all to have ample time to get everything sorted out.

She stands up and puts her notepad back into her bag. She makes her way over to the door.

Justine

Unfortunately...

(checks watch)

I have a meeting to run to. Thanks so much again! Really appreciate it!

She begins to exit, but immediately returns.

Justine

Oh! Hold on! Could you start your priority list and send the first few things my way later today? Thanks!

She disappears from the doorway. The new employee turns back toward computer and opens a Word Document.

End scene.

