**I. Project Title and Description:**

**Theme:** Thanksgiving Dinner Party

**Time:** 11/27/2014 17:00 – 22:00

**Guests:** 4 families (11 - 13 people)

**Location**: my house

This party is to celebrate Thanksgiving Day. Of course, we should cook a turkey. As a Chinese family, this is my first time to host an American holiday meal at my house and my husband or I have never roasted a turkey before. My primary goal is to make sure the turkey didn’t dry out before it finished cooking. I also want to make sure all my side dishes were ready at the same time as the turkey. Hence, I will buy an oven thermometer to manage roasting turkey’s time. If the turkey dries off, I will cook lamb to replace the main courses to guarantee our guests have food to eat. Here is my dinner menu.

Dinner menu:

* Main Course:  Roasted turkey

Grilled lamb chops with cumin (**Contingency plan**)

* Vegetable: Green Chinese cabbage with agaric

Potherb mustard with ground pork

* Soup: Pork ribs with Winter melon soup
* Dessert: Red bean with milk
* Beverages: Tea, fruit juice, Water, White wine
* Staple food: Rice

Clearly, the successful preparation and serving of this meal will require substantial planning and coordination by the cook. My husband and I will be the labor to finish this project together. Finally, this party’s budget will be $900 and labor hours will be 78 hours.

**II. Project Plan:**

1. **WBS**



1. **Risk management plan**

My husband and I are Chinese. We have never celebrated Thanksgiving Day. We have no idea how to roast a turkey. I just got a receipt from my friend. Hence, there exit some risks to finish this project. The bad result is I cannot manage the turkey’s cooking time very well and we cannot eat this roasted turkey because of drying out. The likelihood is 80%. The impact is the cost of this turkey, $620 (labor cost: $570 and turkey: $50).

1. **Risk Exposure** = Likelihood • Impact

= 80% \* $620

= $496

1. **Response plan**:

* **Mitigation / transfer action(s):**

Buy an oven thermometer to measure temperatures during cooking process, adjust cooking schedule for other dishes if required. The cost of the thermometer is $10 and the likelihood will decrease to 20%.

**Estimated response cost and revised exposure:**

Responese cost = mitigation cost = $10

Revised exposure = initial exposure – mitigate exposure

= $496 – 20% \* $620

= $496 – $124

= $372

**Statement of cost vs. benefit:**

cost vs. benefit = $10 VS. $372

Hence, it will be a good plan.

(3) **Monitor plan:** Although this project’ likelihood has decreased and become 20%, the risk still exits. To make sure that we can eat this main course, we should monitor the progress of the project and the resolution of the risk items, taking corrective action when necessary.

* + **Metrics collection:**

Track the temperature during cooking process (1.2.4 Cook in WBC) and check if the turkey dries off. If it does, we will take a contingency plan.

* + **Contingency plan:**

I will prepapre another main course, grilled lamb chops with cumin. If the turkey dries off at 4:00 PM, I will cook lamb.

1. **Activity details**

The most difficult part for this dinner party is cooking. Different food has different time requirement. Sometime, I need to cook some of them at the same time. That is why I list the time requirements for all food before I do the precedence diagram.

|  |  |  |
| --- | --- | --- |
|  |  | **Time Requirements** |
| **Main Course:** | Roasted turkey with dressing (studding) | Thaw (3 days), brine (1 day), clean (1/2 hr), stuff (1/2 hr), cook (7 hrs at 350°F), cool and slice (1 hr) |
|  | Grilled lamb chops with cumin | Brine (1 day), cook (30 min) |
| **Vegetable:** | Green Chinese cabbage with agaric | Immerse agaric (1 hrs), clean (5 min), cook (10 min) |
|  | Potherb mustard with ground pork | Clean (5 min), cook (20 min) |
| **Soup:** | Pork ribs with Winter melon soup | Prep. time (10 min), slow cooker cook (8 hrs) |
| **Dessert:** | Red bean with milk soup | Immerse red bean (8 hrs), cook red bean (1 hr), cool (1 hr), ground red bean (30 min), cook with milk (10 min) |
| **Staple food** | Rice | Clean (5 min), cook (25 min), cool (30 min) |
| **Beverages:** | Coffee, Water, White wine | Prep. time (minimal) |
|  | Tea | Heat water (25 min) |
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| --- | --- | --- | --- | --- |
| **ID** | **Activity** | **Immediate Predecessor(s)** | **Duration (hour)** | **Cost (dollar)** |
| A | Create Plan | - | 8 | 0 |
| B | Invite Guests via Email | A | 1 | 0 |
| B1 | Receive RSVPs | B | 2 | 0 |
| C | Shop | B1 | 4 | 120 |
| D | Thaw Turkey | C | 36 | 0 |
| D1 | Brine Turkey | D | 12 | 0 |
| D2 | Clean Turkey | D1 | 0.5 | 0 |
| D3 | Stuff Turkey | D2 | 0.5 | 0 |
| D4 | Cook Turkey | D3 | 7 | 0 |
| D5 | Cool / Slice Turkey | D4 | 1 | 0 |
| E | Brine Lamb | C | 12 | 0 |
| E1 | Cook Lamb | E | 0.5 | 0 |
| F | Immerse Red Bean | C | 12 | 0 |
| F1 | Cook Red Bean | F | 1 | 0 |
| F2 | Ground Red Bean | F1 | 0.5 | 0 |
| F3 | Cook Red Bean with Milk | F2 | 0.2 | 0 |
| G | Cook Soup | C | 8 | 0 |
| H | Immerse Agaric | C | 1 | 0 |
| H1 | Cook Green Chinese cabbage with agaric | H | 0.1 | 0 |
| I | Cook Potherb mustard with ground pork | C | 0.5 | 0 |
| J | Cook Rice | C | 0.5 | 0 |
| K | Heat water for Tea | C | 0.5 | 0 |
| L | Clean House | C | 2 | 0 |
| M | Setup Tables | L | 0.1 | 0 |
| N | Decorate | M | 1 | 0 |
| O | Prepare Dishes | N | 0.5 | 0 |
| P | Setup to Play Music | O | 0.1 | 0 |
| Q | Server Dinner | D4, E1, F3, G, H1, I, J, K, P | 5 | 0 |
| R | Cleanup After Party | R | 2 | 0 |

1. **Critical path**



Critical path:

A 🡪 B 🡪 B1 🡪 C 🡪 D 🡪 D1 🡪 D2 🡪 D3 🡪 D4 🡪 D5 🡪 Q 🡪 R

Expected project duration:

8 (A) + 1 (B) + 1 (B1) + 4 (C) + 36 (D) + 12 (D1) + 0.5 (D2) + 0.5 (D3) + 7 (D4) + 1 (D5) + 5 (Q) + 2 (R) = 78 (hours)

1. **Budget**

Budget = shopping cost ( $120 ) + labor cost ( $10 \* 78) = $900

1. **Deliverables and desired quality:** under the budget and food taste good.
2. **Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Work Breakdown Structure** | **Time (date)** | **Duration (hours)** | **Budget ($)** |
| **1.1** | **Plan** |  |  |  |
| 1.1.1 | Create Plan | 10/26 – 11/1 | 8 |  |
|  | **Milestone #1: check plan** |  |  | **80** |
| **1.2** | **Guests** |  |  |  |
| 1.2.1 | Invite Guests via Email | 11/10 | 1 |  |
| 1.2.2 | Receive RSVPs | 11/10 – 11/20 | 1 |  |
|  | **Milestone #2: check guest** |  |  | **20** |
| **1.3** | **Dinner** |  |  |  |
| 1.3.1 | Shop | 11/22 – 11/23 | 4 |  |
|  | **Milestone #3: check shop stuff** |  |  | **160** |
| 1.3.2 | Cook | 11/23 - 11/27 |  |  |
|  | Thaw Turkey | 11/23 – 11/25 | 36 |  |
|  | Brine Turkey | 11/26 | 12 |  |
|  | Clean Turkey | 11/27 8:00 AM – 8:30 AM | 0.5 |  |
|  | Stuff Turkey | 11/27 8:30 AM – 9:00 AM | 0.5 |  |
|  | Cook Turkey | 11/27 9:00 AM – 4:00 PM | 7 |  |
|  | Cool / Slice Turkey | 11/27 4:00 PM – 5:00 PM | 1 |  |
|  | Brine Lamb | 11/26 | 12 |  |
|  | Cook Lamb | 11/27 4:30 PM – 5:00 PM | 0.5 |  |
|  | Immerse Red Bean | 11/26 | 12 |  |
|  | Cook Red Bean | 11/27 1:00 PM – 2:00 PM | 1 |  |
|  | Ground Red Bean | 11/27 3:00 PM – 3:30 PM | 0.5 |  |
|  | Cook Red Bean with Milk Soup | 11/27 4:40 PM – 4:52 PM | 0.2 |  |
|  | Cook Soup | 11/27 9:00 AM – 5:00 PM | 8 |  |
|  | Immerse Agaric | 11/27 2:00 PM – 3:00 PM | 1 |  |
|  | Cook Green Chinese cabbage with agaric | 11/27 4:54 PM – 5:00 PM | 0.1 |  |
|  | Cook Potherb mustard with ground pork | 11/27 4:20 PM – 4:50 PM | 0.5 |  |
|  | Cook Rice | 11/27 4:30 PM – 5:00 PM | 0.5 |  |
|  | Heat water for Tea | 11/27 4:00 PM – 4:30 PM | 0.5 |  |
| 1.4 | **House Preparation** |  |  |  |
| 1.4.1 | Clean House | 11/27 9:00 AM – 11:00 AM | 2 |  |
| 1.4.2 | Setup Tables | 11/27 2:00 PM – 2:06 PM | 0.1 |  |
| 1.4.3 | Decorate | 11/27 2:10 PM – 3:10 PM | 1 |  |
| 1.4.4 | Prepare Dishes | 11/27 4:00 PM – 4:30 PM | 0.5 |  |
| 1.4.5 | Setup to Play Music | 11/27 4:54 PM – 5:00 PM | 0.1 |  |
|  | **Milestone #4: check cook and preparation** |  |  | **570** |
| 1.3.3 | Server Dinner | 11/27 5:00 PM – 10:00 PM | 5 |  |
|  | **Milestone #5: check dinner finish** |  |  | **50** |
| 1.4.6 | Cleanup After Party | 11/28 12:00 PM – 2:00 PM | 2 |  |
|  | **Milestone #6: check cleanup** |  |  | **20** |
|  | **Total** |  |  | 900 |

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| --- | --- | --- |
|  | **Planned Value ($)** | **Time (Hours)** |
| **M#1** | 80 | 8 |
| **M#2** | 100 | 10 |
| **M#3** | 260 | 14 |
| **M#4** | 830 | 71 |
| **M#5** | 880 | 76 |
| **M#6** | 900 | 78 |

