https://sites.google.com/a/als.edu.vn/project-management/project-definition/dinner-party-project

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| **1. Project Proposal**   |  |  | | --- | --- | | **Primary Contact’s Name:**   * Dr. Joseph Anthony Narciso Z. Tiangco | **Contact’s Company**   * Shu-Te University | | **Primary Contact’s Title:**   * Associate Professor | **Company Location:**   * Kaohsiung, Taiwan | | **Project Completion Date:**   * (30/05/2012) | **Project Initiation:**   * (8:00 AM, 14/8/1011) |   **1.1. Project Description:**  Dinner is an important part, after the conference. Based on the request of the parties choose the form of a buffet reception. Identify the owner of the banquet, the composition and number of receptions.  In the framework of this project, is responsible for preparing the work necessary to hold a reception after the conference. Main tasks include determining objectives and requirements; plan; draft funds; costing; effectiveness and implementation. For a feast cotaik with 50 passengers, costs $ 25 for a hotel and other costs expected to total cost of $ 3355  ***Implementation period from 14/08/2011 to 30/05/2012***  **1.2. Proposed Budget (Specify Item/ Amount) (25 people)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No.** | **Item** | **Quantity** | **Price (USD)** | **Total (USD**) | | 1 | Dinner | 50 | 25 | 750 | | 2 | Room & Equipment | 1 | 1000 | 1000 | | 3 | Staff | 10 | 20 | 200 | | 4 | Guests | 50 | 10 | 500 | | 5 | Speakers | 2 | 50 | 100 | | 6 | Transportation | 50 | 10 | 500 | | 7 | Generating |  | 10 | 305 | |  | **Total** |  |  | 3355 |   **1.3. Risks/Costs**  **Risks:**  In a tough reception all incidents can occur as power failures, arrivals are not the intended time, food incidents flawed, so very necessary expertise in organizing the party.  **1.4. Benefits/Return of Investments (ROI)**   * This is the first project team on the field, so members will have opportunity to access and experience. * Results after the project ends as customers have been a party fun, comfort meet customer requirements.   **1.5. Project Schedule (Organize according to main activities and Dates)**   |  |  |  | | --- | --- | --- | | **Start Time** | **End Time** | **Tasks** | | 14/08/2011 | 14/08/2011 | * Planning and Supervision: Planning, Budget, Disbursement, Coordination | | 20/05/2012 | 30/05/2012 | * Diner: Menu, Shopping List, Shopping, Cooking, Serving | | 25/05/2012 | 30/05/2012 | * Room & Equipment: Site/Room, Table / Chairs, Setting / Utensils, Decorations, Equipment | | 20/05/2012 | 30/05/2012 | * Guest: Guest list, RSVPs, Name Tags, Special, Needs | | 20/05/2012 | 30/05/2012 | * Staff: Shoppers, Cooks, Servers, Hosts, Clean Up | | 30/05/2012 | 30/05/2012 | * Speakers: Invite, Transport, Coordinate Topics, Backup for No Shows, Thank you! |   **1.6. Team Members and Responsibility**   |  |  | | --- | --- | | **Name & Student ID** | **Mission** | | Vu Tien Thang - 99731325 | * Develop the project | | Nong Thuy Hoa - 99731313 | * Charge of finance and implement, projects banquet menu * Project leader | | Nguyen Duc Hoang - 99731314 | * Charge of the guest | | Tran Xuan Hung - 99731317 | * In charge of the banquet hall, facilities | | Pham Van Luong - 99731319 | * Technical managers |   *Approved by Group 4, MIS5, Shu-Te University, TAIWAN*  Project leader:  ***Nong Thuy Hoa***  **2. The Logic Diagram**  [https://sites.google.com/a/als.edu.vn/project-management/_/rsrc/1313858225061/project-definition/dinner-party-project/Logic%20Diagram%20%28Dinner%20Party%20Project%29.png](https://sites.google.com/a/als.edu.vn/project-management/project-definition/dinner-party-project/Logic%20Diagram%20(Dinner%20Party%20Project).png?attredirects=0)  **3. The Project Gantt chart**  **Gantt Chart ‎(Dinner Party Project)‎**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Gantt Banquet** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | **No** | **WBS** | **Activity** | **Start date** | **Finish date** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | 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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 8 | 2.2 | Shopping List | 5/26/12 | 5/26/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 9 | 2.3 | Shopping | 5/27/12 | 5/29/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 10 | 2.4 | Cooking | 5/30/12 | 5/30/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 11 | 2.5 | Serving | 5/30/12 | 5/30/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 12 | 3 | Room & Equipment | 5/25/12 | 5/30/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 13 | 3.1 | Site/Room | 5/28/12 | 5/30/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 14 | 3.2 | Table / Chairs | 5/28/12 | 5/30/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 15 | 3.3 | Setting / Utensils | 5/28/12 | 5/29/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 16 | 3.4 | Decorations | 5/28/12 | 5/29/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 17 | 3.5 | Equipment | 5/28/12 | 5/29/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 18 | 4 | Guest | 5/20/12 | 5/30/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 19 | 4.1 | Guest list | 5/20/12 | 5/25/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 20 | 4.2 | RSVPs | 5/26/12 | 5/26/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 21 | 4.3 | Name Tags | 5/27/12 | 5/27/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 22 | 4.4 | Special |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 23 | 4.5 | Needs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 24 | 5 | Staff |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 25 | 5.1 | Shoppers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 26 | 5.2 | Cooks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 27 | 5.3 | Servers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 28 | 5.4 | Hosts |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 29 | 5.5 | Clean Up |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 30 | 6 | Speakers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 31 | 6.1 | Invite |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 32 | 6.2 | Transport | 5/29/12 | 5/30/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 33 | 6.3 | Coordinate Topics |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 34 | 6.4 | Backup for No Shows |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | 35 | 6.5 | Thank yous | 5/30/12 | 5/30/12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **4. General Schedule**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **No.** | **WBS** | **Activity** | **Start date** | **Finish date** | **ResourceName** | | 1 | 1 | Planning and Supervision: Planning, Budget, Disbursement, Coordination | 14/08/2011 | 15/10/2011 | Nong Thuy Hoa | | 2 | 2 | Diner: Menu, Shopping List, Shopping, Cooking, Serving | 20/05/2012 | 30/05/2012 | Nong Thuy Hoa | | 3 | 3 | Room & Equipment: Site/Room, Table / Chairs, Setting / Utensils, Decorations, Equipment | 25/05/2012 | 30/05/2012 | Nguyen Duc Hoang | | 4 | 4 | Guest: Guest list, RSVPs, Name Tags, Special, Needs | 20/05/2012 | 30/05/2012 | Pham Van Luong | | 5 | 5 | Staff: Shoppers, Cooks, Servers, Hosts, Clean Up | 20/05/2012 | 30/05/2012 | Tran Xuan Hung | | 6 | 6 | Speakers: Invite, Transport, Coordinate Topics, Backup for No Shows, Thank you! | 29/05/2012 | 30/05/2012 | Vu Tien Thang | |