**Detailed Project Plan**

**Work breakdown structure**

A picture containing text, screenshot, line, font

Description automatically generated

|  |
| --- |
| **Event Planning & Preparation** |
| objectives/ requirements. |
| Conduct market research and audience analysis |
| Determine event budget and funding sources |
| Develop event timeline and milestones |
| Identify and secure event sponsors |

|  |
| --- |
| **Venue Selection and Setup** |
| Research potential venues at Wichita State University |
| Visit and evaluate venue options |
| Finalize venue selection and contract negotiations |
| Coordinate logistics for stage setup, seating arrangement, and crowd management |
| Arrange for necessary equipment and technical infrastructure |

|  |
| --- |
| **Artist and Performer Management** |
| Identify and approach potential artists and performers |
| Negotiate contracts and fees with selected artists |
| Coordinate travel arrangements and accommodations |
| Facilitate communication and technical requirements with artists |
| Manage artist hospitality and backstage requirements |

|  |
| --- |
| **Marketing and Promotion** |
| Develop event branding and messaging |
| **Create promotional materials** |
| Posters |
| Flyers |
| Online Ads |
| **Implement marketing strategies** |
| Social Media |
| Email Campaigns |
| Collaborate with media outlets for event coverage |
| Monitor ticket sales and implement promotional offers |

|  |
| --- |
| **Ticketing and Registration** |
| Set up an online ticketing system |
| Manage ticket inventory, pricing, and discounts |
| Provide customer support for ticketing inquiries |
| Coordinate entry management and ticket scanning |
| Collect attendee data for future marketing efforts |

|  |
| --- |
| **Production and Operations** |
| **Coordinate technical aspects** |
| Sound |
| Lighting |
| Stage Management |
| Manage backstage logistics and artist requirements |
| Arrange for security personnel and crowd control measures |
| Coordinate food and beverage services |

|  |
| --- |
| **Execution and Evaluation** |
| Set up and prepare for the event day |
| Oversee event operations and address any issues |
| Collect attendee feedback and conduct post-event evaluation |
| Conduct a financial review and evaluate event success |
| Document lessons learned and recommendations for future events |

A screenshot of a computer

Description automatically generated

For the Detailed Work Breakdown Structure Please open the MS Project 2019 file submitted with this file

# Network Diagram

Please Refer **“Planning.mpp”**

A network diagram, also known as a network topology diagram or network map, is a visual representation of a computer network or system. It illustrates the connections and relationships between various devices, such as computers, servers, routers, switches, and other network components. Network diagrams provide a graphical overview of how the network is structured, showing how devices are interconnected and how data flows within the network.

Network diagrams typically use symbols and lines to represent different network elements. Common symbols include circles or squares to represent devices, and lines or arrows to depict the connections between them. Additional details such as IP addresses, ports, and protocols may also be included in the diagram to provide a more comprehensive understanding of the network setup.

# Responsibility matrix



# Activities required completing the project

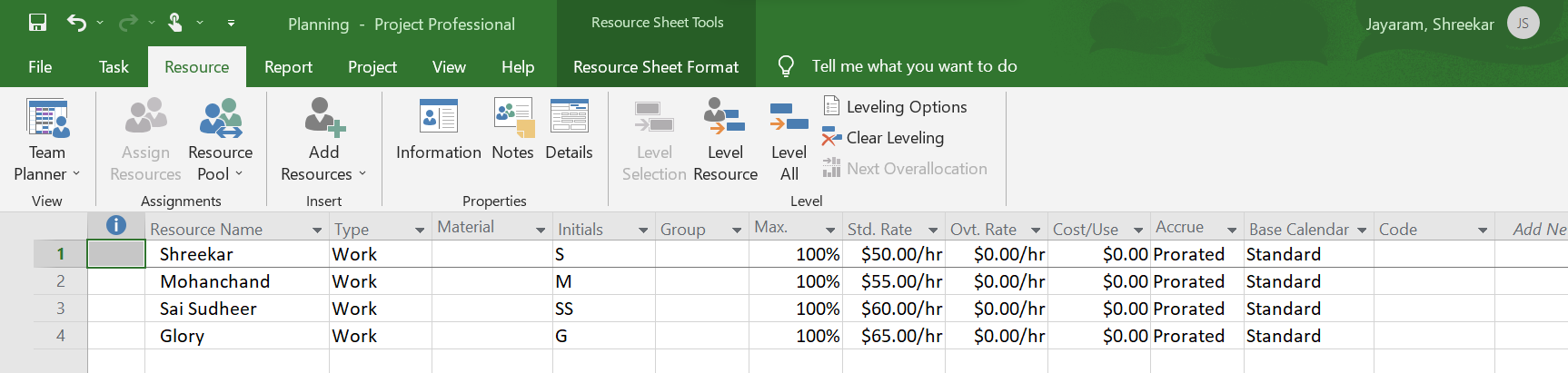
The following are the activities required to complete the hosting of a live concert event project:



# Resource allocation

Resource allocation is an important aspect of project management, and for hosting a live concert event project, the following resources may need to be allocated:

**Resources available:**



**Resource Allocated:**

|  |  |  |
| --- | --- | --- |
| Task Name | Duration | Resource Names |
| **WSU Live Concert** | **91 days** |  |
| **Event Planning & Preparation** | **14 days** | **Shreekar** |
| objectives/ requirements. | 3 days |  |
| Conduct market research and audience analysis | 2 days |  |
| Determine event budget and funding sources | 3 days |  |
| Develop event timeline and milestones | 3 days |  |
| Identify and secure event sponsors | 3 days |  |
| **Venue Selection and Setup** | **21 days** | **Mohanchand** |
| Research potential venues at Wichita State University | 3 days |  |
| Visit and evaluate venue options | 3 days |  |
| Finalize venue selection and contract negotiations | 2 days |  |
| Coordinate logistics for stage setup, seating arrangement, and crowd management | 3 days |  |
| Arrange for necessary equipment and technical infrastructure | 3 days |  |
| **Artist and Performer Management** | **21 days** | **Sai Sudheer** |
| Identify and approach potential artists and performers | 4 days |  |
| Negotiate contracts and fees with selected artists | 4 days |  |
| Coordinate travel arrangements and accommodations | 4 days |  |
| Facilitate communication and technical requirements with artists | 4 days |  |
| Manage artist hospitality and backstage requirements | 5 days |  |
| **Marketing and Promotion** | **14 days** | **Glory** |
| Develop event branding and messaging | 3 days |  |
| **Create promotional materials** | **3 days** |  |
| Posters | 3 days |  |
| Flyers | 3 days |  |
| Online Ads | 3 days |  |
| **Implement marketing strategies** | **3 days** |  |
| Social Media | 3 days |  |
| Email Campaigns | 3 days |  |
| Collaborate with media outlets for event coverage | 2 days |  |
| Monitor ticket sales and implement promotional offers | 3 days |  |
| **Ticketing and Registration** | **14 days** | **Glory,Shreekar** |
| Set up an online ticketing system | 3 days |  |
| Manage ticket inventory, pricing, and discounts | 3 days |  |
| Provide customer support for ticketing inquiries | 2 days |  |
| Coordinate entry management and ticket scanning | 3 days |  |
| Collect attendee data for future marketing efforts | 3 days |  |
| **Production and Operations** | **14 days** | **Mohanchand,Sai Sudheer** |
| **Coordinate technical aspects** | **3 days** |  |
| Sound | 3 days |  |
| Lighting | 3 days |  |
| Stage Management | 3 days |  |
| Manage backstage logistics and artist requirements | 3 days |  |
| Arrange for security personnel and crowd control measures | 4 days |  |
| Coordinate food and beverage services | 4 days |  |
| **Execution and Evaluation** | **14 days** | **Glory,Mohanchand,Sai Sudheer ,Shreekar** |
| Set up and prepare for the event day | 3 days |  |
| Oversee event operations and address any issues | 3 days |  |
| Collect attendee feedback and conduct post-event evaluation | 3 days |  |
| Conduct a financial review and evaluate event success | 4 days |  |
| Document lessons learned and recommendations for future events | 1 day |  |

# Time Estimate for the activities in the project

The duration of the activities involved in the "Hosting of a Live Concert Event at WSU" is contingent upon various factors, including but not limited to the magnitude and intricacy of the event, the quantity of performers, the venue, the number of attendees, and the resources assigned. Nonetheless, a comprehensive time approximation for the tasks essential to finalize the project is presented below:

|  |  |  |  |
| --- | --- | --- | --- |
| Task Name | Duration | Start | Finish |
| **WSU Live Concert** | **91 days** | **6/23/2023** | **10/27/2023** |
| **Event Planning & Preparation** | **14 days** | **6/23/2023** | **7/12/2023** |
| objectives/ requirements. | 3 days | 6/23/2023 | 6/27/2023 |
| Conduct market research and audience analysis | 2 days | 6/28/2023 | 6/29/2023 |
| Determine event budget and funding sources | 3 days | 6/30/2023 | 7/4/2023 |
| Develop event timeline and milestones | 3 days | 7/5/2023 | 7/7/2023 |
| Identify and secure event sponsors | 3 days | 7/10/2023 | 7/12/2023 |
| **Venue Selection and Setup** | **21 days** | **7/13/2023** | **8/10/2023** |
| Research potential venues at Wichita State University | 3 days | 7/13/2023 | 7/17/2023 |
| Visit and evaluate venue options | 3 days | 7/18/2023 | 7/20/2023 |
| Finalize venue selection and contract negotiations | 2 days | 7/21/2023 | 7/24/2023 |
| Coordinate logistics for stage setup, seating arrangement, and crowd management | 3 days | 7/25/2023 | 7/27/2023 |
| Arrange for necessary equipment and technical infrastructure | 3 days | 7/28/2023 | 8/1/2023 |
| **Artist and Performer Management** | **21 days** | **7/13/2023** | **8/10/2023** |
| Identify and approach potential artists and performers | 4 days | 7/13/2023 | 7/18/2023 |
| Negotiate contracts and fees with selected artists | 4 days | 7/19/2023 | 7/24/2023 |
| Coordinate travel arrangements and accommodations | 4 days | 7/25/2023 | 7/28/2023 |
| Facilitate communication and technical requirements with artists | 4 days | 7/31/2023 | 8/3/2023 |
| Manage artist hospitality and backstage requirements | 5 days | 8/4/2023 | 8/10/2023 |
| **Marketing and Promotion** | **14 days** | **8/11/2023** | **8/30/2023** |
| Develop event branding and messaging | 3 days | 8/11/2023 | 8/15/2023 |
| **Create promotional materials** | **3 days** | **8/16/2023** | **8/18/2023** |
| Posters | 3 days | 8/16/2023 | 8/18/2023 |
| Flyers | 3 days | 8/16/2023 | 8/18/2023 |
| Online Ads | 3 days | 8/16/2023 | 8/18/2023 |
| **Implement marketing strategies** | **3 days** | **8/21/2023** | **8/23/2023** |
| Social Media | 3 days | 8/21/2023 | 8/23/2023 |
| Email Campaigns | 3 days | 8/21/2023 | 8/23/2023 |
| Collaborate with media outlets for event coverage | 2 days | 8/24/2023 | 8/25/2023 |
| Monitor ticket sales and implement promotional offers | 3 days | 8/28/2023 | 8/30/2023 |
| **Ticketing and Registration** | **14 days** | **8/31/2023** | **9/19/2023** |
| Set up an online ticketing system | 3 days | 8/31/2023 | 9/4/2023 |
| Manage ticket inventory, pricing, and discounts | 3 days | 9/5/2023 | 9/7/2023 |
| Provide customer support for ticketing inquiries | 2 days | 9/8/2023 | 9/11/2023 |
| Coordinate entry management and ticket scanning | 3 days | 9/12/2023 | 9/14/2023 |
| Collect attendee data for future marketing efforts | 3 days | 9/15/2023 | 9/19/2023 |
| **Production and Operations** | **14 days** | **9/20/2023** | **10/9/2023** |
| **Coordinate technical aspects** | **3 days** | **9/20/2023** | **9/22/2023** |
| Sound | 3 days | 9/20/2023 | 9/22/2023 |
| Lighting | 3 days | 9/20/2023 | 9/22/2023 |
| Stage Management | 3 days | 9/20/2023 | 9/22/2023 |
| Manage backstage logistics and artist requirements | 3 days | 9/25/2023 | 9/27/2023 |
| Arrange for security personnel and crowd control measures | 4 days | 9/28/2023 | 10/3/2023 |
| Coordinate food and beverage services | 4 days | 10/4/2023 | 10/9/2023 |
| **Execution and Evaluation** | **14 days** | **10/10/2023** | **10/27/2023** |
| Set up and prepare for the event day | 3 days | 10/10/2023 | 10/12/2023 |
| Oversee event operations and address any issues | 3 days | 10/13/2023 | 10/17/2023 |
| Collect attendee feedback and conduct post-event evaluation | 3 days | 10/18/2023 | 10/20/2023 |
| Conduct a financial review and evaluate event success | 4 days | 10/23/2023 | 10/26/2023 |
| Document lessons learned and recommendations for future events | 1 day | 10/27/2023 | 10/27/2023 |

# Cost estimate activities



# Gantt chart

A screenshot of a computer

Description automatically generated with medium confidence

For Detailed image please refer “Planning.mpp”

# Critical Path:

The critical path for the project is as follows:

**Coordinate technical aspects 🡪 Venue Selection and Setup 🡪 Artist and Performer Management 🡪Marketing and Promotion 🡪 Ticketing and Registration 🡪 Production and Operations 🡪 Execution and Evaluation**

The entire project will take 91 days

**ES, EF, LS, LF, Slack**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ES | EF | LS | LF | Total Slack |
| **Coordinate technical aspects** | 0 | 13 | 0 | 13 | 0 |
| **Venue Selection and Setup** | 13 | 47 | 13 | 47 | 0 |
| **Artist and Performer Management** | 47 | 67 | 47 | 67 | 0 |
| **Marketing and Promotion** | 67 | 80 | 67 | 80 | 0 |
| **Ticketing and Registration** | 80 | 93 | 80 | 93 | 0 |
| **Production and Operations** | 93 | 106 | 93 | 106 | 0 |
| **Execution and Evaluation** | 106 | 119 | 106 | 119 | 0 |

The assumption is that the initiation of the project commences on day 0 and that all tasks can be concurrently executed. In actuality, certain tasks may be interdependent and there could exist limitations on resources that impact the schedule of the project. The creation of a comprehensive project schedule that accounts for all relevant factors is crucial for the precise computation of ES, EF, LS, LF, Slack, and Project Duration