**Individual assignment (20%)**

**Project Proposal (Planning Document), Due: Sunday, November 10th by 11:59 pm**

For this assignment, you are expected to develop a project proposal for the following project:

A very close family member (or your best friend) is marrying a US politician and requested your help. The project is to organize the wedding party on Dec 2. The project includes a three-day drive from Guelph to Orlando, Florida, where the party will be held. There are usually significant accidents along the route. Her father has allocated a budget of CND $100,000 for the party and will pay the bills up to this amount. The groom will allocate a budget of USD 100,000 and will pay the bills up to this amount. The groom wants to use the occasion for fundraising and wants facilities for this purpose.

The proposal should include:

**Project Description (1 mark)**

* Background, and your vision of the wedding.

**Project Scope Management (10 marks)**

* Use template.

**Project WBS & Schedule (10 marks)**

* WBS.
* Assumptions used to develop estimates.
* Dependency matrix.
* Network diagram with Project start date, Project end date, resources allocated.
* Qualitative statement about the schedule (e.g. identify the critical path).

**Project Budget Summary (2 marks)**

* Total project budget (should be based on cost estimate of activities on WBS).

**Risk management plan (10 marks)**

* Use template.

**Stakeholder management and communication plan (10 marks)**

* Use template.
* Progress report template

**Names, signatures, and dates for approval**

**References (if any)**

**Appendices (if any)**

When developing the proposal, consider the following questions and answer them in an appendix. Please provide a short explanation for each question (1 mark each).

1. To whom do you report?
2. Will you be accountable for how much money will be raised?
3. What should be in place for this project to be successful?
4. Your family member did not require ice cream for guests. A few weeks into the project, she asks you to include it in the scope. Should you accept this?
5. A few weeks into the project, your family member changes her mind about the music band for the party. You have already contracted a band to play the music. What do you do?
6. Your family member did not require ice cream for guests. You find some budget and use it to order ice cream for guests. This is an example of:
7. Should your family member require regular progress reports?