[ADipIT04 - Software Project Management](https://classroom.google.com/u/1/c/NjIxNzQ4Njg2MDZa" \t "_blank)

Title: Scope Management for dinner party for 150 Herald students

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The following are the aspects that are to be considered for the successful and grand inauguration of dinner party for students of HCK.

1. Plan the event (P)

2. Manage Parking space(P)

3. Create a guest list

4. Print Invitation cards

5. Send invitation (P)

6. Decorating venue

7. Managing seat plan

8. Manage security

9. Planning the menu (P)

10. Picking ingredients for food

11. Clean the venue

12. Manage trash can

13. Decorating the dinner plate

14. Deciding drinks category

15. Book Entertainment factors (like dancer, DJ, singer, host, and cameraman) (P)

16. Hire Cook

17. Purchasing the food and drinks item (P)

18. Prepare sufficient food and deserts

19. Arrange the food

20. Set up tables, food and drink station (P)

21. Check if there is any last minute changes

22. Check if the venue is as planned

23. Start the event as planned in sequence

24. Manage people to welcome the guest on the door

# Work Breakdown Structure

This process transforms the list of requirements into a **structured view** of what needs to be done.

The main work here is the subdivision of large tasks into smaller and more manageable blocks, called **work packages.** The result of this process is the so-called **Work Breakdown Structure (WBS).**

A dinner party is a project, and depending on plans and arrangements it could be bigger and more complicated than building a bridge or dam. So, let’s just take two aspects of that larger project, the dinner party invitations and managing parking facility, and break these down into a scope of work. Here we have outline the deliverables, timeline, milestones and reports in this scope.

# 1.Invitation

## Deliverables

* Invite List
* Addresses of Attendees
* Invites
* Addressed Envelopes
* Stamps

## Timeline

* March 1 Decided on invite list
* March 2 Have addresses collected of attendees
* March 4 Pick invitation style and have printed
* March 10 Address and mail invites
* March 15 Get final count of guests
* March 20 Dinner Party at Herald College Kathmandu

## Milestones

* Selection of guest and collection of addresses
* Mailing of invitations
* Final count of attendees

## Reports

* Check on status of address collection
* Stay in touch with printer for progress on invitations
* Check RSVPs against invitation list

# 2. Manage Parking space

## Deliverables

* Estimation of vehicles
* Estimation of open area required as parking
* Observe and lease nearby open fields incase College parking seems to be insufficient
* Management of parking spaces
* Employ two or three persons to manage parking area effectively
* Installation of CCTV for security reasons in parking lot

## Timeline

* March 12 Estimated number of vehicles that are to be kept in parking
* March 13 Observed nearby open field and took on lease for party night
* March 15 Contact the management team for their service
* March 16-19 Installation of CCTV

## Milestones

* Selection of open field for parking
* Making contact to the property owner and convincing him to provide that field on lease
* Setting up CCTV’s
* Checking if everything is perfect

**Reports**

* **Check on progress of CCTV installation**
* **Stay in touch with Parking field owner**
* Maintaining contact with the parking lot management team