**INDIVIDUAL REPORT**

Table of Contents

[Introduction 2](#_Toc132799219)

[Discussion and analysis of the impact of changes in an updated project plan 2](#_Toc132799220)

[Organising a special thank you event for the active workers for the event 2](#_Toc132799221)

[Reduction of festival budget from 30,000 to 25,000 2](#_Toc132799222)

[The possibility of rain affects the plan 3](#_Toc132799223)

[Incorporating the fundraising initiatives for the Festival 4](#_Toc132799224)

[Cyberattack on online ticket-selling platform 4](#_Toc132799225)

[Conclusion 5](#_Toc132799226)

[Reference List 6](#_Toc132799227)

# Introduction

Celebrating a three-day festival at the end of the academic year at the University of Hertfordshire, the report has proposed a change request by the authorities where the school is necessary to organise more activities and adjust thanks for the event. the study is going to educate regarding the impact of changes which includes the reduction of the school budget which is previously proposed. The plan is going to affect the festival due to the possibility of rain in the area almost 90% and the school authorities also want to incorporate fun racing initiatives for the festival. the changes are also going to include taking measures towards the cyber-attacks which happened on the school website on selling the online ticket for the event.

# Discussion and analysis of the impact of changes in an updated project plan

## Organising a special thank you event for the active workers for the event

Introducing the special thank you event for the active workers who help in providing a proper destination for the festival. These people participate in every part through which the event can be successful, from planning to the execution of the plan and monitoring and helping others through which everyone can enjoy the event in the school. Hence, the school authority has shared a special thank-you even idea for the active workers who must be included in the various events that occurred during the festival. This activity is going to create a negative impact towards time management, it leads directly towards the schedule which is been made according to the festival project and due to lack of clarity of materials and supplies and sometimes delays in supplying create huge negative aspects on the project. It also affects the cost and financial management.

## Reduction of festival budget from 30,000 to 25,000

The budget planning for the event has been designed according to 30,000 pounds which have authorised however due to reduction of the budget for the festival is going to create a huge complication in managing various supplies and it also affect food and drinks which are adjusted according to the event for the school people.

The new budget planning is as follows,

The total budget is: 25,000 pounds

1. 35% for Student Organisations for planning and execution

(30,000\*0.35)= 10,500 pounds

1. 20% for the lighting, design, sound and location with temporary Staging

(30,000\*0.20)= 6000

1. 10% for the food and drink sellers

(30,000\*0.10)= 3000 pounds

1. 12% For marketing and promotional aspect

(30,000\*0.12)= 3600 pounds

1. Other costs include the budget for the keynotes speaker and Artist

(30,000\*0.02)=600 pounds

| ***Budget Category*** | ***Amount*** |
| --- | --- |
| Student Organisations for planning and execution | 10,500 Pounds |
| Lighting, design, sound and location with temporary staging | 6,000 pounds |
| Food and drink sellers | 3,000 pounds |
| Marketing and promotions | 3,600 pounds |
| Other costs | 600 pounds |
| **Total** | **23,700 pounds** |

**Table 1: Budget baseline table**

(Source: Self-created)

The remaining amount which is 1,300 pounds is assigned to the artist or special guest and keynote speakers.

## The possibility of rain affects the plan

the event has been organised on Saturday, May 25, wear the possibility of rain is almost 90%, which is going to affect the plan for the festival. Hence, the determination of a city hall where automatic Staging and lighting will be available and a huge gathering can be collected is required to take. There is the presence of various charitable city halls where adjustment of the number of students and other members helps to overcome the rain effect. It is going to impact the financial budget and planning system, although there is no possibility to reduce this risk factor accordingly.

## Incorporating the fundraising initiatives for the Festival

The fundraising initiative for the festival is taken decision by the school authorities and necessary to elaborate on booking a charitable city hall where a number of students and school members can join and enjoy the festival events accordingly. For fundraising initiatives, it is necessary to engage communication management and analyse the stakeholders (Barbosa and de Oliveira, 2021). It will be helpful for the project member to mitigate future obstacles with the stakeholders and easier to ask for the fun racing initiative which is going to involve them. Communication planning is essential for the stakeholder initiatives for fundraising at every step,

| **Aims** | **Frequency** | **Mode** | **Involved Participants** |
| --- | --- | --- | --- |
| Project changes and objectives | Changes planning information providing | Face-to-face meetings | * UH Admin * Project leader * Sponsors |
| Progress report | Twice a week | Meetings, zoom calls, emails | * UH Admin * Project leader * Project Team |
| Fundraising initiatives | During education the changes involved in planning | Face-to-face meetings | * UH Admin * Project leader * Project Team |

**Table 2: Communication plan table**

(Source: Self-created)

## Cyberattack on online ticket-selling platform

Cyberattack on the online ticket-selling platform creates huge complications towards the planning system for the proper execution of the festive events in the school. Cyber attack increases the risk factors and it also affects the purchasing decision of customers (D’Adamo *et al*., 2021). It creates an effect in the process of planning, organising, controlling and many more towards the supply chain management activities. The analysis of the risk plan for the change,

| List of Risk | Probability | Impact | Priority Level | Severity | Risk Owner |
| --- | --- | --- | --- | --- | --- |
| Confidentiality on the ticket-selling platform | High | High | High | Medium | Technical team |
| Changes in the purchasing decision of the consumer | Medium | High | Medium | Low | Technical team |
| Aggressive behaviour and negative posts on the platform for the school | High | Medium | High | High | Project manager and technical team |

**Table 3: Risk Plan Table**

(Source: Self-created)

# Conclusion

The study approaches with the information of the impact of the change which is authorised by the school management after the complete planning for the festival event organised in the school.

# Reference List

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