

Week 2 Deliverable

Team - 15

Name : Syed Hur Abbas Naqvi

Date : 21-July -2025

1. Task Identification

- Identified 12 core activities required for successful event planning.
- Each task includes a brief description and clear purpose:
 - *Kickoff Meeting*: Align team and set project tone.
 - *Define Event Scope & Objectives*: Clarify goals and success criteria.
 - *Finalize Budget*: Determine cost allocation.
 - *Confirm Date & Virtual Platform*: Lock logistics.
 - *Design Event Branding*: Create visual materials.
 - *Invite and Confirm Speakers*: Onboard guest experts.
 - *Build Agenda*: Structure the flow and sessions.
 - *Set Up Registration*: Enable attendee sign-ups.
 - *Promote Event*: Market across platforms.
 - *Conduct Technical Rehearsal*: Test platform and flow.
 - *Event Day Execution*: Live implementation.
 - *Post-Event Survey*: Feedback and wrap-up.

2. Task Dependencies

Task Name	Depends On
Finalize Budget	Define Scope (Task 2)
Confirm Date & Platform	Define Scope (Task 2)
Branding & Assets	Finalize Budget
Invite Speakers	Define Scope (Task 2)
Agenda Build	Invite Speakers
Registration Page	Confirm Platform & Branding
Promote Event	Registration Page
Tech Rehearsal	Confirm Platform & Invite
Event Execution	Tech Rehearsal
Post-Event Wrap-up	Event Execution

3. Task Durations

Tasks range from 1 to 7 days. Assigned time units based on complexity:

Task	Duration (Days)
Kickoff Meeting	1
Define Scope & Objectives	2
Finalize Budget	2
Confirm Date & Platform	2
Branding & Assets	3
Confirm Speakers	5
Build Agenda	3
Set Up Registration Page	2
Promote Event	7
Technical Rehearsal	1
Event Day Execution	1
Post-Event Survey	2

4. Task Sequence

Logical progression maintained:

1. Kickoff
2. Define Scope
3. Budget & Platform
4. Design & Speaker Confirmation
5. Agenda Build
6. Registration Setup
7. Promotions
8. Tech Rehearsal
9. Execution
10. Wrap-up & Survey

Sequence visualized in Gantt layout.

5. Resource Assignment

Assigned based on roles and skill sets:

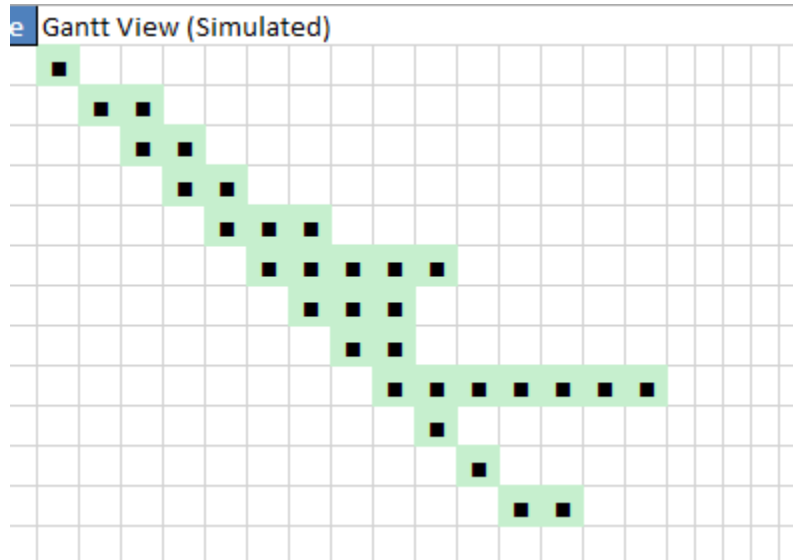
Task	Resources Assigned
Kickoff Meeting	Project Manager
Define Scope & Objectives	Core Team
Finalize Budget	Finance Lead
Confirm Platform	Tech Lead
Branding & Assets	Design Interns
Confirm Speakers	Speaker Liaison
Build Agenda	Program Coordinator
Registration Page	Tech Interns
Promote Event	Marketing Team
Tech Rehearsal	Tech Team, Speakers
Execution	All Teams
Wrap-Up & Survey	Program + Marketing Team

6. Milestones

Marked in Gantt Chart view:

- Kickoff Complete
- Budget Finalized
- Platform Confirmed
- Speakers Locked
- Agenda Finalized
- Registration Live
- Promotion Done
- Tech Rehearsal Complete
- Event Executed
- Feedback Collected

GANTT CHART



7. Gantt Chart Tool Selection

- **Tool Used:** EXCEL

8. Gantt Chart Creation

Chart created using proper headings:

- Task ID
- Task Name
- Duration
- Dependencies
- Resources
- Milestone
- Visual Timeline

Each row reflects task start and finish based on duration and dependency.

9. Customization & Formatting

- Color-coded task bars
- Milestones highlighted
- Easy to understand sequence view
- Clear resource & time labels

10. Review & Adjust

Checked for logic gaps and overlaps:

- No missing dependencies
- Timeframe is realistic
- Resource load balanced

11. Challenges Faced

- Manual Gantt creation requires precise layout skills
- Dependencies may conflict if not clearly defined
- Adjustments needed for speaker confirmations and resource availability
- Solution: Manual checking + team feedback improved chart clarity