# AN ENTERTAINING DAY IN ISTANBUL 08.03.2021

This project is started for IKU IE students. The aim is to organize a full-day for entertainment and having fun after the final exams.

**Project Budget**

4000TL is provided by the sponsor. No additional funding can be used.

## Goals

* There will be 100 participants.
* The length of the organization will be 6 hours.
* Satisfaction level of the students will be 90 %
* Project performance will be 99 % (CSI 0.99)

## Requirements

* Lunch will be provided for 100 people.
* Tea/coffee and biscuits will be served in the buses as breakfast
* Transportations will be arranged.
* The organization will be between 10:00 am - 4:00pm
* The buses will be air conditioned.
* Transfers will be from/to the Ataköy campus.
* All required permissions must be solved.

**Exclusions:**

* Transportation of the students to their homes
* Event day

## Constraints, Assumptions, Risks and Dependencies

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| Constraints | Budget constraint: 4000TL. No additional funding can be used.  Attendance is limited for 100 people.  The organization will be in Istanbul. Project due date: June 19, 2021 |
| Assumptions | The students will be interested in the event and participate.  There will not be any restrictions due to the pandemics.  All permissions will be taken without any problems. |
| Initial Risks | Some students may go to summer holiday just after the exams and attendance may be low. |

## Responsibility & Authority

A **project plan** will be developed and submitted (presentations) to the Project Sponsor (Zeynep Gergin). Included in the project plan are to be a scope statement; schedule; cost estimate; budget; and provisions for scope, resource, schedule, communications, quality, risk, procurement, and stakeholder management as well as project control.

### Responsibility of the Project Manager (or PM Team)

Project management team will be responsible for ensuring that all key milestones are met within the time, cost, and performance constraints of his project, while adhering to proper quality control standards.

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Furthermore, they must work closely with team members to ensure that all assigned resources are used effectively and efficiently, and that the project is properly staffed. Additionally, they will be responsible for:

* All formal communications with the customer and the sponsor.
* Preparation of a project plan that is realistic, and acceptable by both the customer and the sponsor.
* Preparation of all project data items.
* Keeping the customer and the sponsor informed as to project status through status reporting at predefined dates.
* Ensuring that all functional employees and managers are kept informed as to the responsibilities on the project and all revisions imposed by the customer.
* Comparing actual to predicted cost and performance, and taking corrective actions when necessary.
* Maintaining a plan that continuously displays the project's time, cost, and performance as well as resource commitments.

## Authority of the Project Manager (or PM Team)

To ensure that the project meets its objectives, Project management team is authorized to manage the project. Additional directives may be issued by the sponsor throughout the project. The project management team’s authority also includes:

* Direct access to the sponsors on all matters pertaining to the project.
* Control and distribution of all project money, including procurement.
* To revise the project plan as needed, and with sponsors approval.
* To require periodic functional status reporting.
* To monitor the time, cost, and performance of activities and ensure that all problems are promptly identified, reported, and solved.
* Delegating responsibilities and authority to team members.