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Project Management Portfolio

By. **Prayogo Santoso**

# Portfolio.

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**2024**

# Hello.



# Introduction.

Hi! I'm **Prayogo Santoso**

As a passionate Virtual Assistant, one of my areas of expertise is managing project to ensure timely delivery and seamless execution.

**2023**

# Interest

In addition, I have expertise in email marketing, lead generation, social media management, data analysis, and software testing. I am also passionate about graphic design, video editing, copywriting, and web design.

# Education

2024 - 2025	<b>Growia Education</b> Manual QA (Software Tester), UI/UX Design
2024	<b>SGB Virtual Assistane Course</b> Lead Generation, Email Marketing, SMM, Project Management
2023	<b>Hari Senin BootCamp</b> Full Stack Developer
1996 - 2002	<b>ITS Surabaya</b> Mechanical Engineer

# Language

English	<div><div></div></div>
Bahasa Indo	<div><div></div></div>





# Project Management.

Developing a Project Charter to turn ideas into reality. With careful planning and smart thinking, I navigate project challenges to deliver successful outcomes. Here's how my hands-on approach leads to success.

# Project Management.

- Project Planning and Starting: Setting project goals, deciding what's included, identifying who's involved, and making a timeline.
- Task Management: Organizing tasks, deciding what's most important, giving out responsibilities, and following progress.

# Project Management.

- Budget Management: Creating, checking, and controlling the project budget, including tracking spending and predicting costs.
- Communication Management: Helping team members, stakeholders, and clients communicate well using different methods.

# Project Management.

- Quality Assurance: Checking project results to make sure they meet quality standards and project needs.
- Project Documentation: Keeping records of the project, like plans, status updates, meeting notes, and other important papers.



# Project Charter

## Project Charter

REALTORS

**TITLE:** Women's Day Celebration for VIP Clients (Scheduled on February 14th 2025)

**PROJECT MANAGER:** Prabu ~~Santoso~~

**CREATION DATE:** October 19th 2024

**APPROVAL DATE:** October 21st 2024

1. Project Information

Project Name:	Women's Day Celebration for VIP Clients
Project Description:	Organize and execute a memorable Women's Day celebration for the Realtor's VIP clients in Jakarta. This event aims to honor and appreciate the achievements of women while providing a networking platform for the clients. It will also serve as an opportunity to strengthen client relationships and enhance the realtor's brand image.

2. Project Deliverables

Detailed Event Plan: Including budget, timeline, and tasks. (December 15, 2024 | December 15, 2024)

Confirmed Venue and Catering Contracts: Signed agreements with venue and catering vendors. (December 16, 2024 | December 23, 2024)

Guest Invitations: Sent and RSVPs tracked. (January 10, 2025 | January 15, 2025)

Event Program/Agenda: A detailed schedule of activities and speakers. (January 16, 2025 | January 30, 2025)

Decor & Setup Plan: A finalized design for event decor and setup. (January 16, 2025 | February 5, 2025)

Gifts for Guests: Prepared and ready to distribute at the event. (January 31, 2025 | February 5, 2025)

Event Day Execution: Flawless execution of all logistical elements. (February 14, 2025 | February 14, 2025)

# Project Management Portfolio

3. Project Risks

Low RSVP response - Send reminder invitations and offer easy RSVP options.

Vendor delays (food, decor) - Establish clear deadlines and confirm all details in advance

Unfavorable weather - Ensure the venue has indoor options.

Technical difficulties (AV equipment) - Test all equipment prior to the event and have backup options.

Guest dissatisfaction with food or service - Carefully vet the catering provider and check references.

4. Project Budget

Provide an estimated budget for the project, including breakdown for specific tasks or resources.

Total Budget:	\$ 11,300
Breakdown:	
Venue Rental	\$ 2,200
Catering (Food & Drinks)	\$ 3,300
Entertainment/Speakers	\$ 1,500
Decorations	\$ 1,000
Gifts for Guests	\$ 1,500
Invitations & Printing	\$ 300
Event Promotion/Branding	\$ 500
Miscellaneous Expenses e.g., last-minute vendor expenses)	\$ 500
Contingency Fund (any unexpected costs, ensuring smooth execution)	\$ 500

Task Management

Gantt Chart

TITLE: Women's Day Celebration for			COMPANY NAME:																
PROJECT MANAGER: Prayogo			CREATION DATE:			October 21st 2024													
TASK ID INDEX	MILESTONES & TASKS	PCT OF TASK COMPLET E																	
			WEEK 1					WEEK 2					WEEK 3						
			December																
			M	T	W	R	F	M	T	W	R	F	M	T	W	R	F	M	
1	Event Preparation		16	17	18	19	20	23	24	25	26	27	30	31	1	2	3	4	
1,1	Venue Booking	100%	0.2	0.2	0.2	0.2	0.2	0.2											
1,2	Confirm Catering Provider	100%	0.2	0.2	0.2	0.2	0.2	0.2											
1,3	Confirm Gift Provider	100%																	
1,4	Entertainment/Speakers Arrangement	100%																	
2	Payment																		
2,1	Venue Booking Fee	100%						1											
2,2	Catering Provider Fee	100%						1											
2,3	Entertainment/Speakers Fee	100%																	
2,4	Guest Gift Fee	100%																	
2,5	Invitation Printing Fee	100%																	
2,6	Decoration Fee	100%																	
3	Event Agenda and																		
3,1	Event / Program Agenda	100%																	
3,2	Guest Invitation / Printing	100%																	
3,3	Event Promotion/Branding	100%																	
3,4	Decor and Setup Plan	100%																	
3,5	Event Execution	100%																	
4	Closing																		
4,1	Closing the project.	100%																	
		100%																	

# 2024

E	F	G	H	I	J	K
Project Expenses			Emergency Fund		Summary	
ITEM	DUE DATE	AMOUNT	DATE	AMOUNT	TOTAL PROJECT INCOME	
Vanue Booking Fee	23.12.2024	\$2,200.00	11.2.2025	\$1000,00		
Catering Provider Fee	23.12.2024	\$3,300.00			\$11,300.00	
Entertainment/Speakers Fee	30.1.2025	\$1,500.00			TOTAL PROJECT EXPENSES	
Guest Gift Fee	5.2.2025	\$1,500.00				
Invitation Printing Fee	15.1.2025	\$300.00			\$9,800.00	
Decoration Fee	5.2.2025	\$1,000.00			TOTAL EMERGENCY FUND	
		\$9,800.00			\$1000,00	
					CASH BALANCE	
					\$500	

# Budget Management

Prayogo Santoso

# Proficient in.

- Project Management software: Trello
- Communication Tools: Zoom, Teams
- Collaboration Tools: Google Workspace (Docs, Sheets, Drive)





**Thank  
you.**

# Contact Me

+62-858-5959-5945

<https://psantoso13.netlify.app/>  
[prayogo.santoso@gmail.com](mailto:prayogo.santoso@gmail.com)