

NovaLand Properties Project

Project Manager : Rafi Rais

Title : "Organize a Woman's Day Celebration for VIP Clients"

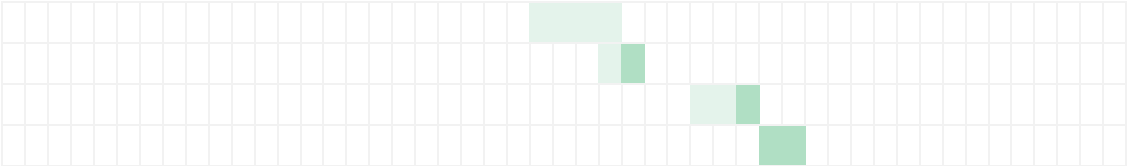
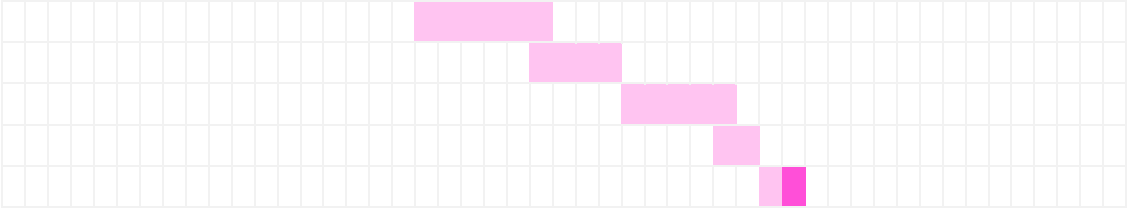
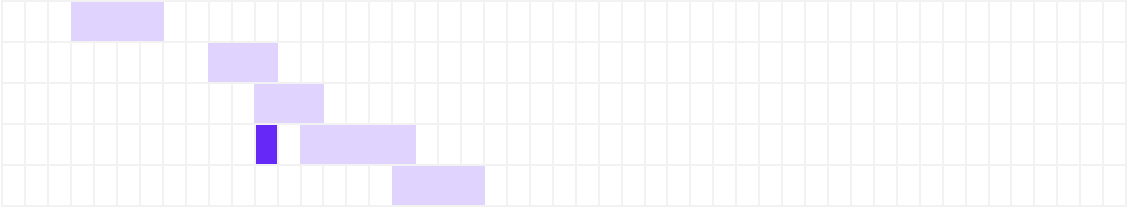
Project Start :

Thu, 10/17/2024

TASK	ASSIGNED TO	PROGRESS	START	END
Venue Booking				
Research and shortlist	Event Coordinator	100%	10/17/24	10/20/24
Conduct site visit	Event Coordinator	100%	10/23/24	10/25/24
Request proposal	Event Coordinator	100%	10/25/24	10/27/24
Comparation and evaluation	Event Coordinator	100%	10/27/24	10/31/24
Book, sign agreement and pay DP	Event Coordinator	100%	10/31/24	11/3/24
Catering Arrangement				
Identify catering needs	Event Coordinator	100%	11/1/24	11/6/24
Request proposal	Event Coordinator	100%	11/6/24	11/9/24
Food testing and selection	Event Coordinator	100%	11/10/24	11/14/24
Confirm catering package	Event Coordinator	100%	11/14/24	11/15/24
Coordinate with venue	Event Coordinator	90%	11/16/24	11/17/24
Guest Speakers & MC				
Research for guest speakers & MC	Event Coordinator	100%	11/6/24	11/9/24
Conduct communication with selected guest speaker	GuestCoordinator	80%	11/9/24	11/10/24
Meeting with guest speaker & MC	Guest Coordinator	85%	11/13/24	11/15/24
Sign agreement	Event Coordinator	40%	11/16/24	11/17/24
Invitation Design & Distribution				
Design & development review	Marketing Officer	100%	11/13/24	11/15/24
Coordinate with vendor	Marketing Officer	87%	11/16/24	11/17/24
Send invitation	Marketing Officer	30%	11/20/24	11/24/24
Track RSVP and response	Marketing Officer	20%	11/20/24	12/20/24

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Oct 14, 2024							Oct 21, 2024							Oct 28, 2024							Nov 4, 2024							Nov 11, 2024							Nov 18, 2024							Nov 25, 2024						
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S



Project Income		Project Expenses			Emergency Fund		Summary
ITEM	AMOUNT	ITEM	DUE DATE	AMOUNT	DATE	AMOUNT	TOTAL PROJECT INCOME
Income Source 1	\$13.363,00	Venue booking	11.03.2025	\$3.200,00	Source 1	\$1.570	\$15.363,00
		Catering	11.07.2025	\$1.030,00			TOTAL PROJECT EXPENSES
		Guest Speaker	11.20.2025	\$2.300,00			\$11.808,00
		Master of Ceremony	11.19.2025	\$800,00			TOTAL EMERGENCY FUND
		Vendor for Invitation Card	11.21.2025	\$431,00			\$1.570
		Premium Souvenir	11.24.2025	\$1.560,00			CASH BALANCE
		Photographer/Videographer	11.28.2025	\$837,00			\$1.985
		Live Performance	11.18.2025	\$1.250,00			
		Operational & Miscellaneous	-	\$400,00			
		TOTAL		\$11.808,00			