**MGT 4109 - Group Project – Film Festival Schedule Planning**

* 1. In this assignment, you are using MS Project as well as overall scheduling best practices to

1. A **yearlong ‘Event Planning Schedule’** leading up to the Toronto International Film Festival (TIFF)

2. **Detailed Schedule Plans for each performance venue,** including setup, performance and teardown activities for your assigned day or days of the festival

* 1. **Both of these items must be contained in a 2000 word Schedule Document (details below)**
  2. You are to assume that you are the project managers for a film festival held in Toronto, for one day randomly assigned to your group. Use the Toronto International Film Festival as an event/planning/budget baseline for your event, regardless of the day you have been assigned.

A PDF guide to a past event has been shared with you in Brightspace. This may not have enough details to complete your report. You may get more details elsewhere OR you may invent missing details based on research into other Film Festivals. However, you must bear in mind that you may lose marks if your submission does not have sufficient details to satisfy the requirements listed in the rubric, or if your sources are not cited appropriately using APA guidelines. BE CREATIVE!!

You are expected to produce business documents for this assignment, addressing the business executives, and not an academic report. For example, you do not need to explain the use of Microsoft Project or the PMBoK knowledge areas in a business report. Instead, you should focus on time management from the business’s perspective and how it affects the business.

You may copy and paste the reports produced by MS Project BUT all figures must include your own explanations and rationalizations.

* 1. **Festival Schedule Document (the project schedule plan should be around 2000 words)**

1. **Title page**
2. **Executive summary** (not longer than half a page, not counted in the word count)
3. **Table of contents** (not counted in the word count)
4. **Project Scope Definition**
5. **Schedule Management plan and Scheduling Process**: Explain the methodology how you are planning to establish the project schedule. Think of yourself as a key member of the management staff: how would you follow the organization’s vision, mission, standards, technology rules, calendars, budget restrictions, culture. Also consider the project clients, the public, the media etc., since the project does have international exposure. Explain what you did to accurately discover the project time duration and estimates.
6. **Planning Activity sequence**: List the major milestones [in the MS Word report] **and** the details (shown from screenshots from the MSP Gantt]. Remember executives need summary reports and an explanation of what they are seeing.
7. **Resource and project talent**: Explain the kind and amount of resources (people, agencies, equipment, machinery, computers etc.) you would be using both for your planning and 1 day execution schedules. You may use a resource pool for this type of activity
8. **Project resource allocation and Project Costs**: This is where you present why you assigned the resources to the work-packages and why that talent is needed in the specific activities. This is where you also explain the basis of your project cost estimations.
9. **Festival Day Project Schedule**: Show the final complete project schedule using MS Project. As well as submitting the MS Project files, you should be including these details in your Word Doc report. Remember, you should be including summaries of all relevant info.
10. **Reference List (APA)**

You must submit all associated documents in MS Project, but remember, EVERYTHING for your business audience should be contained (including charts, graphs and screenshots from MS Project) in the actual Schedule Report. It is not considered good etiquette in business reports to simply say “check the reference” or “go see the associated Gantt”. Rather, you may place a concise but complete summary in the main report and the details in the appendix. The executives will refer to the referenced appendix if necessary, but the details must be included.