### **1. Project Overview**

* **Project Name:** Corporate Event Production and Management
* **Start Date:** September 9, 2024
* **End Date:** October 15, 2024 (Event Date)
* **Objective:** Successfully organize and manage the corporate event, including stage design, lighting, and AV setup.

### **2. Work Breakdown Structure (WBS)**

Break the project into main phases and tasks:

#### **Phase 1: Pre-Production Planning**

1. **Kick-off Meeting**
   * **Duration:** 1 day
   * **Date:** September 9, 2024
   * **Resource:** Project Manager (PM)
2. **Venue Selection & Booking**
   * **Duration:** 5 days
   * **Start Date:** September 10, 2024
   * **End Date:** September 16, 2024
   * **Resource:** Event Coordinator (EC)
3. **Develop Event Concept**
   * **Duration:** 3 days
   * **Start Date:** September 17, 2024
   * **End Date:** September 19, 2024
   * **Resource:** Creative Team (CT)
4. **Create Event Layout and Design**
   * **Duration:** 7 days
   * **Start Date:** September 20, 2024
   * **End Date:** September 26, 2024
   * **Resource:** Design Team (DT)
5. **Finalize Event Plan**
   * **Duration:** 2 days
   * **Start Date:** September 27, 2024
   * **End Date:** September 30, 2024
   * **Resource:** PM, EC, CT

#### **Phase 2: Production Setup**

1. **Stage Design & Construction**
   * **Duration:** 7 days
   * **Start Date:** October 1, 2024
   * **End Date:** October 7, 2024
   * **Resource:** Construction Team (CT), DT
   * **Dependency:** Finish to Start (FS) after "Finalize Event Plan"
2. **Lighting Design**
   * **Duration:** 3 days
   * **Start Date:** October 8, 2024
   * **End Date:** October 10, 2024
   * **Resource:** Lighting Team (LT)
   * **Dependency:** FS after "Stage Design & Construction"
3. **AV Equipment Setup**
   * **Duration:** 4 days
   * **Start Date:** October 11, 2024
   * **End Date:** October 14, 2024
   * **Resource:** AV Team (AVT)
   * **Dependency:** FS after "Lighting Design"
4. **Decor Installation**
   * **Duration:** 2 days
   * **Start Date:** October 11, 2024
   * **End Date:** October 12, 2024
   * **Resource:** Decor Team (DT)
   * **Dependency:** FS after "Stage Design & Construction"
5. **Rehearsals**
   * **Duration:** 2 days
   * **Start Date:** October 13, 2024
   * **End Date:** October 14, 2024
   * **Resource:** AVT, LT, Performers
   * **Dependency:** FS after "AV Equipment Setup" and "Decor Installation"

#### **Phase 3: Event Day**

1. **Final Checks & Troubleshooting**
   * **Duration:** 1 day
   * **Date:** October 15, 2024
   * **Resource:** All Teams
   * **Dependency:** FS after "Rehearsals"
2. **Event Execution**
   * **Duration:** 1 day
   * **Date:** October 15, 2024
   * **Resource:** All Teams
   * **Dependency:** FS after "Final Checks & Troubleshooting"
3. **Post-Event Wrap-Up**
   * **Duration:** 2 days
   * **Start Date:** October 16, 2024
   * **End Date:** October 17, 2024
   * **Resource:** EC, PM, Cleanup Crew
   * **Dependency:** FS after "Event Execution"

### **3. Resource Management**

* **Resources:** Assign roles to each task, such as Project Manager, Event Coordinator, Creative Team, Construction Team, Lighting Team, AV Team, Decor Team, Performers, and Cleanup Crew.
* **Resource Allocation:** Ensure no overallocation by balancing the workload across different teams.

### **4. Task Dependencies**

* Use Finish to Start (FS) dependencies to ensure that tasks like "Lighting Design" can only begin after "Stage Design & Construction" is completed.
* Set up dependencies across phases to reflect the real-world sequence of events.

### **5. Project Baselines**

* **Create Baseline:** Once all tasks, resources, and dependencies are set, create a baseline to track progress against the initial plan.
* **Track Variances:** Use baselines to monitor any deviations from the plan, such as delays in "Stage Design & Construction," and adjust timelines accordingly.

### **6. Key Milestones**

* **Milestone 1:** Finalize Event Plan (End of Pre-Production) - September 30, 2024
* **Milestone 2:** Stage & AV Setup Complete (End of Production Setup) - October 14, 2024
* **Milestone 3:** Event Day (Event Execution) - October 15, 2024