**Project Charter**

**Project Title: Birthday Surprise for Mr. Tang's Girlfriend**

**Project Manager:** Nur Laila Syamsi

**Project Goal:** To execute a flawless and memorable birthday surprise for Mr. Tang's girlfriend by secretly decorating the villa room and arranging for a birthday cake.

**Key Objectives**

* **Venue Transformation:** Decorate the villa room with balloons to create a festive and romantic atmosphere.
* **Birthday Cake:** Have the birthday cake prepared and ready for delivery at the perfect time.
* **Surprise Execution:** Coordinate with Mr. Tang to ensure the surprise is a success, maintaining secrecy from his girlfriend.
* **Guest Satisfaction:** Ensure Mr. Tang and his girlfriend are delighted with the surprise, enhancing their stay and creating a positive memory.

**Scope & Deliverables**

* **In-Scope:**
  + **Room Decoration:** Inflating and arranging balloons in the room 103.
  + **Cake Preparation:** Sourcing, ordering, and storing a birthday cake as per Mr. Tang's specifications.
  + **Coordination:** A clear communication plan with Mr. Tang to manage timing and logistics.
  + **Delivery:** Delivering the cake and balloons to the room at the pre-arranged time.
* **Out-of-Scope:**
  + **Gifts & Flowers:** Purchasing or arranging any additional gifts or flower bouquets.
  + **Live Entertainment:** Arranging for musicians or any other live entertainment.
  + **Room Service:** The project does not include a special dinner or drinks.

**Timeline**

* **1 Week Prior:** Finalize details with Mr. Tang (type of balloons, cake flavor, message on the cake).
* **1 Day Prior:** Confirm the plan with the housekeeping and F&B teams.
* **Day Of:**
* **Morning:** Get the balloons and cake delivered to the villa.
* **Afternoon:** Wait for the guests to leave the room.
* **Early Evening:** The project team enters the room to decorate and set up the cake.
* **Evening:** The surprise is revealed to the guest.

**Budget**

* **Cake:** Cost of the birthday cake.
* **Balloons:** Cost of balloons, helium, and any decorative materials.
* **Staffing:** Time and resources for the staff involved in decoration and delivery.

**Success Metrics**

* **Guest Delight:** Mr. Tang and his girlfriend are visibly happy and express their satisfaction.
* **Seamless Surprise:** The surprise is not spoiled and everything is ready on time.
* **Budget Adherence:** The project costs remain within the agreed-upon budget.
* **Flawless Execution:** The room is decorated beautifully and the cake is perfect.