

Gantt Chart Details

Key Tasks & Descriptions:

1. **Finalizing Event Agenda** – Prepare a well-structured schedule with engaging sessions.
2. **Marketing Campaign Launch** – Start promoting the event to reach the target audience.
3. **Speaker Confirmations** – Ensure all speakers and panelists are confirmed.
4. **Technical Dry Run** – Conduct a rehearsal to test the platform and resolve issues.
5. **Event Execution** – Successfully host the virtual event.
6. **Post-Event Analysis** – Collect feedback and analyze event success.

Task Dependencies:

- The event agenda must be finalized before launching the marketing campaign.
- Speakers must be confirmed before finalizing the agenda.
- The technical dry run depends on the confirmation of speakers and agenda.
- Post-event analysis can only happen after the event execution.

Time Estimation (Schedule):

Task	Start Date	End Date	Duration
Finalizing Event Agenda	10/03/2025	11/03/2025	2 Day
Marketing Campaign Launch	11/03/2025	20/03/2025	8 Days
Speaker Confirmations	13/03/2025	14/03/2025	2 Day
Technical Dry Run	16/03/2025	17/03/2025	1 Day
Event Execution	20/03/2025	21/03/2025	2 Day
Post-Event Analysis	21/03/2025	22/03/2025	1 Day

Resource Assignment:

- **Event Strategist – Designs the agenda and objectives.**
- **Marketing Manager – Handles promotions and outreach.**
- **Technical Support – Manages platform setup and troubleshooting.**
- **Session Moderator & Host – Facilitates the event and audience engagement.**
- **Data Analyst – Collects and analyzes event feedback.**