Goal:

* To organize and promote Press Enter’s thrift sale to raise company funds for Saturday, July 21, 2018.

Scope:

* Project
  1. Get a location
  2. Advertise
  3. Hire staff
  4. Hire catering
  5. Gather salable inventory
  6. Gather equipment
  7. Test all equipment
* Product
  + Minimum size of 4000sq ft.
  + Clean building
  + Convenient location
  + Many items to sell of excellent quality

Deliverables:

* Thrift sale
* The items to be sold
* Catered food

Plan:

1. Investigate the weather on the proposed date
   1. Rain will hinder sales
   2. 30 min per weak (6/8/2018)
2. Scope out a location for the thrift sale (If not already owned)
   1. Needs to be convenient for shoppers
   2. Preferably inside
   3. 4000 sq ft to 5000sq ft
      1. 4 days (6/9/2018)
      2. $3200 to $4000 (For 1 day)
3. Advertise event
   1. $400 to $600
   2. 1 day (6/13/2018)
4. Hire (or relocate) staff for checkouts, organizing and pricing the items
   1. 20 people
   2. $9/hr
   3. 20 hr
      1. 5 days (6/14/2018)
      2. $3600 to $4000
5. Hire catering for gests to buy
   1. 4 days (6/19/2018)
   2. $400 out of pocket
6. Gather salable inventory
   1. Post advertisements for people to donate their junk
      1. 20 days (6/23/2018)
      2. $200 to $500
7. Take inventory of existing furniture and payment systems
   1. Confirm that they all work
      1. 2 days (7/13/2018)
8. Order or rent required furniture and payment systems
   1. Furniture
      1. 100 tables
         1. $6000 to buy
         2. $1000 to rent
   2. Payment systems
      1. 8 registers
      2. 4 card readers
         1. $1400
   3. 3 days (7/17/2018)
9. Test all systems
   1. 1 day (7/20/2018)

Cost:

Time: