



**Designed for ENGR 497F:
Project Management for Professionals**

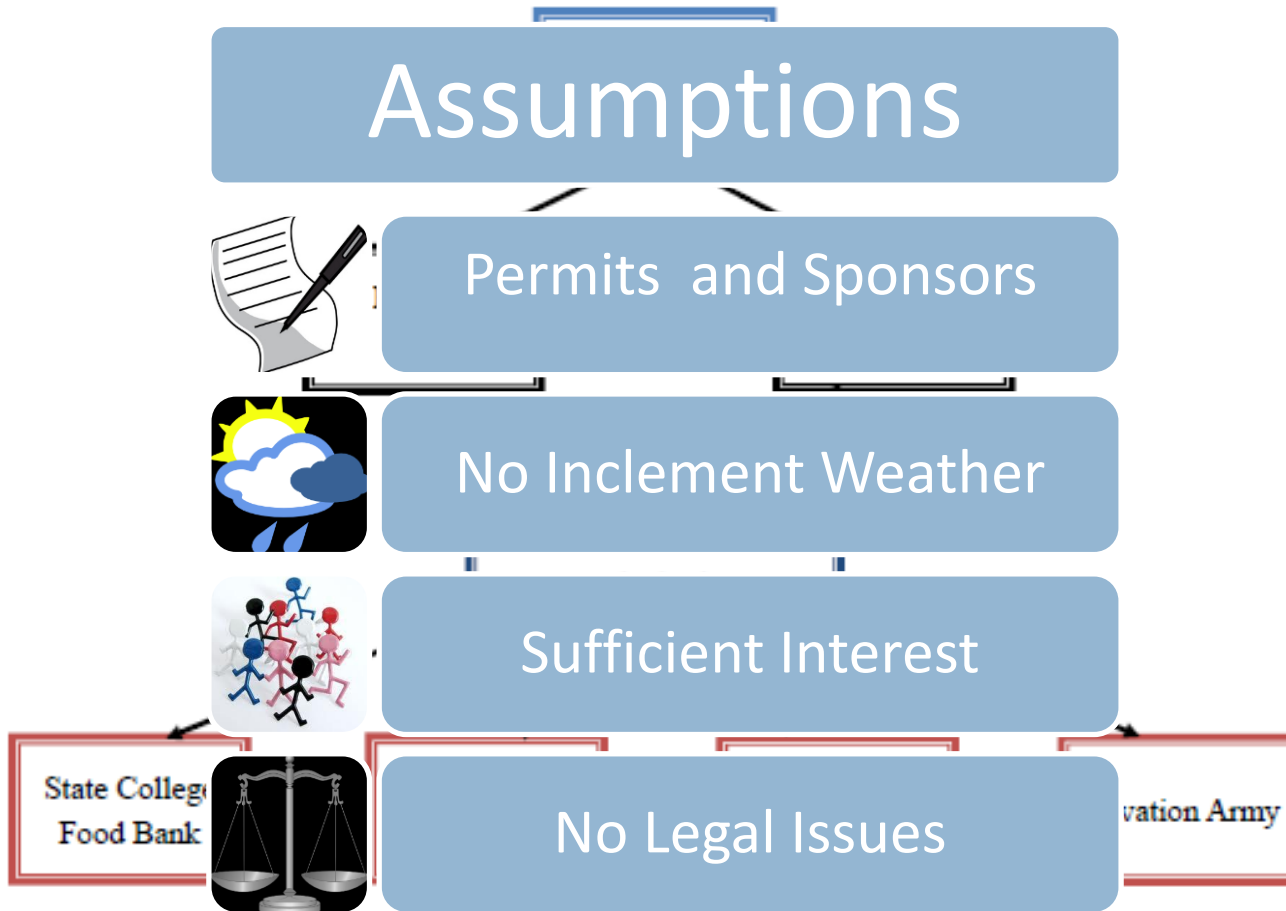
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Outline of Today's Presentation:

- Introduction
- Description of event
- Scope
- Project schedule
- Project budget and costs
- Project statistics
- Lessons learned



Happy Valley Charity Run (HVCR): a communal event supporting local non-profit organizations



Happy Valley Charity Run

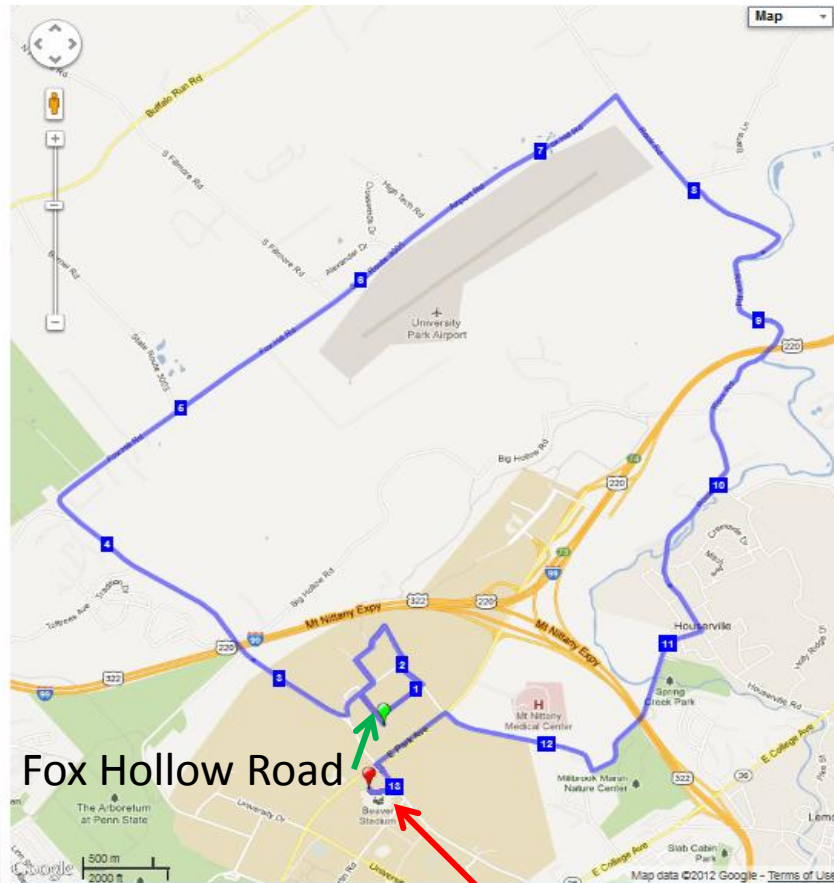
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HVCR: A half marathon for individuals or teams up to 5 persons

Distance = 13.1 miles

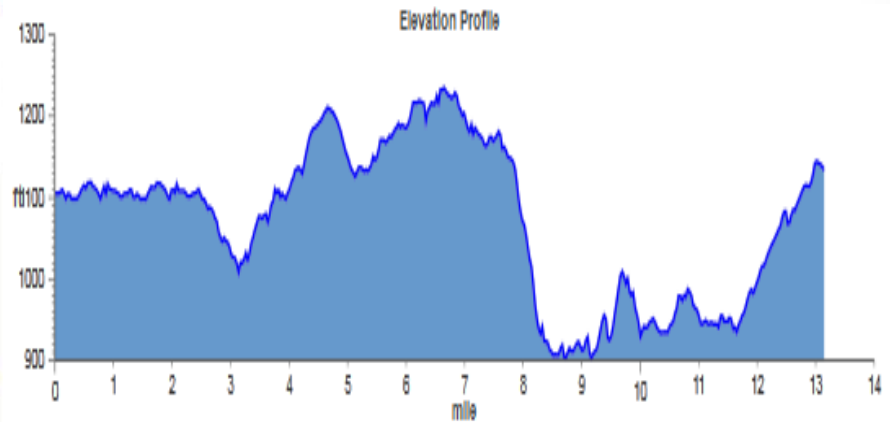
Start = Fox Hollow Road

Finish = Beaver Stadium



Fox Hollow Road

Beaver Stadium



Happy Valley Charity Run

October 13, 2012

Scope of Tasks

Sponsors

Corporate sponsorship

Local sponsorship

Student organization

Production

Prepare for event

Host event

Follow-up activities

Regulation

Permits from Centre County

Permission from emergency services

Insurance

Accreditation from ARA

Marketing

Market research

Advertise through local and social media

Create advertising material



Happy Valley Charity Run

October 13, 2012

Project Schedule



Gantt Chart		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Start Slack
	2		Sponsorship	14 days	Tue 8/28/12	Fri 9/14/12	1		1 day
	5		Regulation	22 days?	Tue 8/28/12	Wed 9/26/12	1		2 days?
	11		Marketing	42 days	Tue 8/28/12	Mon 10/22/12	1		9 days
	19		Contact local businesses	7 days	Thu 9/27/12	Fri 10/5/12	12		2 days
	16		Advertising	28 days	Mon 9/17/12	Mon 10/22/12	12		7 days
	20		Coordinate communications	9 days	Mon 9/17/12	Thu 9/27/12	12		2 days
	26		Communications with social media	4 days	Wed 9/19/12	Mon 9/24/12			3 days
	31		Production	54 days?	Tue 8/28/12	Wed 11/7/12	1		2 days?
	32		Pre-Event Preparation	35 days?	Tue 8/28/12	Sat 10/13/12	1		2 days?
	34		Tee-Shirt	5 days	Wed 9/26/12	Tue 10/2/12	17		7 days
	37		Goodie-bags	2 days?	Mon 10/8/12	Tue 10/9/12	4,15		2 days?
	40		Personnel	9 days?	Wed 9/19/12	Mon 10/1/12	25		10 days?
	45		Contractors and rentals	7 days	Mon 9/17/12	Tue 9/25/12	4,10		15 days
	48		Event Preparation	21 days?	Mon 9/17/12	Sat 10/13/12	4		1 day?
	52		On Day	2 days?	Sat 10/13/12	Sun 10/14/12	32		1 day
	59		Post-Event	18 days?	Mon 10/15/12	Wed 11/7/12	52		7 days?
	61		Follow up	17 days	Tue 10/16/12	Wed 11/7/12	60	Feedback material:	7 days



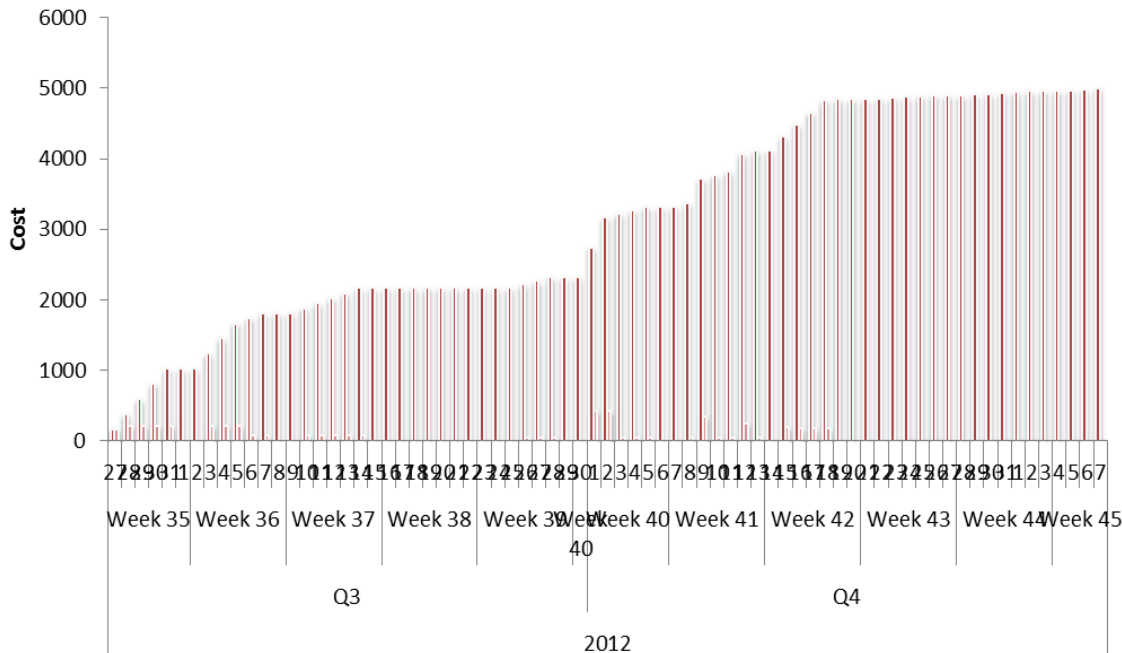
Happy Valley Charity Run

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Project Budget and Costs

Cash Flow Report

■ Cumulative Cost ■ Cost



Total Budget = \$5000.00

Total Cost = \$4797.53

Registration Fee = \$50.00

Projected Runners = 500

Total Estimated Revenue
= **\$25,000.00**

Estimated proceeds to
Charities = **\$20,203.47**



Project Statistics

Overall Statistics

- Total duration – 73 days
- Total number of activities – 67
- Total Risks Identified – 5

Critical Path

- 9 activities
- Longest activity in critical path: pre-event preparation (35 days or 49% of critical path)

Cost

- Budgeted (\$5000) vs. Actual (\$4797.53)
- Most expensive activity – Planning Route (Not on critical path)
 - \$1120 = 23.34% of total budget project



Lessons Learned

Teamwork

- Collaboration for ideas
- Cooperation and involvement

Meeting

- Consistent Planning
- Preparation for meeting
- Weekly meeting

Microsoft Project

- Basic project planning competency
- Utilizing resources



Lessons Learned

Planning

- Identifying major components
- Big picture
→ Details

Quality

- Accurate estimates
- Emphasis on completion

Personal

- Time management
- Maturity
- Work etiquette

