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

**Assumptions**

- Permits and Sponsors
- No Inclement Weather
- Sufficient Interest
- No Legal Issues
HVCR: A half marathon for individuals or teams up to 5 persons

Distance = 13.1 miles
Start = Fox Hollow Road
Finish = Beaver Stadium
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
# Project Schedule

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

October 19, 2012
Project Budget and Costs

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

Happy Valley Charity Run
October 19, 2012
# Lessons Learned

<table>
<thead>
<tr>
<th>Teamwork</th>
<th>Meeting</th>
<th>Microsoft Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Collaboration for ideas</td>
<td>• Consistent Planning</td>
<td>• Basic project planning competency</td>
</tr>
<tr>
<td>• Cooperation and involvement</td>
<td>• Preparation for meeting</td>
<td>• Utilizing resources</td>
</tr>
<tr>
<td></td>
<td>• Weekly meeting</td>
<td></td>
</tr>
</tbody>
</table>
Lessons Learned

Planning
- Identifying major components
- Big picture → Details

Quality
- Accurate estimates
- Emphasis on completion

Personal
- Time management
- Maturity
- Work etiquette