

Planning Process Group Artifacts

5.3 Define Scope

5.3.2 Project Scope Statement (Output)

PMGT 690, ERAU, Prof. Sherman

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The Embry Family Reunion Project

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Fundamentals of Project Management

PMGT 501

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5.2.2 Project Scope Statement (output): This statement of work was taken from the group 3 project in PMGT 501.

Scope of Work

Grandparents, Bob and Sue Embry would like to host a family reunion at their Oceanside home in Daytona Beach, Florida. Their family is spread out across the country and it has been several years since they have had the opportunity to visit with everyone. The Embry's have chosen to host the reunion over the Memorial Day holiday weekend.

The Embry's have set a budget of \$5,000. They plan to have all meals catered and would like to rent equipment for flag football and beach volleyball. To assist in the family reunion planning process, Steven, Michael, Shawn, Damien, and Kailan (Team 3 Consulting) have volunteered to plan the reunion free of charge.

1. **Objectives** – The objective of this project is to plan, coordinate, and host a family reunion. The cost of the reunion is not to exceed \$5,000. Planning will begin February 4, 2016 and the project is to be completed no later than May 23, 2016.
2. **Description** – The Embry family has not seen each other since in December 2013. They have targeted Spring 2016 for their reunion and have decided to begin planning in April of 2016. The Embry grandparents have hired a team of university students (Team 3 Consulting) to plan the family reunion pro bono. Team 3 Consulting plans to encompass all reunion events including beach house, caterer, photographer, rehearsal dinner, family

T-shirts, and outdoor activities. The Embry's have established a \$5,000 budget for the event.

3. **Requirements** - Planning will begin April 4, 2016 and the project is to be completed no later than May 23, 2016. Planning will include a beach house, caterer, photographer, rehearsal dinner, family T-shirts, and outdoor activities. Available resources will be identified in the project plan and allocated accordingly. The total cost is not to exceed \$5,000. Planning will be completed and agreed upon by all stakeholders prior to any work being started.
4. **Deliverables** –The reunion requires specific contracts to be signed for success. The required contracts are for DJ, Tables, Caterers, Activities for kids and adults, T-shirts, Seating, Flowers, and photographer. Health permits will also be noted as a deliverable.
5. **Acceptance Criteria** – The Embry Grandparents (sponsors) will approve and sign the reunion plan. When the family reunion is over, after family members depart, the project Closeout Checklist will be provided to all stakeholders.
6. **Constraints** – The total cost may not exceed \$5,000. The family reunion will not occur later than May 23, 2016. The project team is limited to the individuals identified in the Organization section below.
7. **Organization** – The project team consists of the university students Steven, Michael, Shawn, Damien, and Kailan (Team 3 Consulting). The project team will be assigned roles and responsibilities as defined in the internal and external resource plans. Other Stakeholders include the photographer, family, friends, and external resources brought

in to support the reunion events. This project did not consider the use of a party planner or outside assistance with the planning effort.

8. **Assumptions** – Project team members will be available as defined in the work schedules for each team member. The labor cost for the planning effort is \$0 as the project team consists of university students whose services are voluntary. It is assumed that funding is available immediately and does not require any sort of loan or financing. The project assumes that the specific location is at the Embry's beach house
9. **Initial Defined Risks** – Risks include budgeting, guest availability, entertainment, catering, family emergencies, weather, and legal requirements i.e. permits. Risks will be addressed in accordance with the Project Risk Management Plan.
10. **Schedule Milestones** – Confirmation of the reunion venue (Embry beach house) by April 19, 2016; Obtain permits by April 12, 2016; Identify entertainment by May 5, 2016; Accommodation by May 9, 2016; Decorations by May 11, 2016; Food plan by May 18 2016; Photographer by May 20, 2016; Reunion 3 day 2 nights May 20-23, 2016. Rental equipment contracts (tables, DJ, caterer, canopy), to be signed by April 26, 2016.
11. **Cost Estimate** – The cost of the reunion is not to exceed \$5,000. This estimate is inclusive of all labor and materials.
12. **Scope Change Control** – Any changes to this scope of this effort will be handled in accordance with the Overall Change Control Plan. Baseline project costs, schedule, and quality will be assessed and a decision made thereafter.