## **ULTIMATE GRADUATION PARTY**

Paige McAfee

M.S. in Project Management Spring 2022

Granite State College

#### PROJECT PURPOSE

- Supports my overall personal and professional development
  - Something to look forward to
  - Increases motivation
- Provides guests with a fun, memorable experience

### PROJECT SCOPE

- Graduation Party
  - Ocean-themed
- 45 people on 7/29/2022



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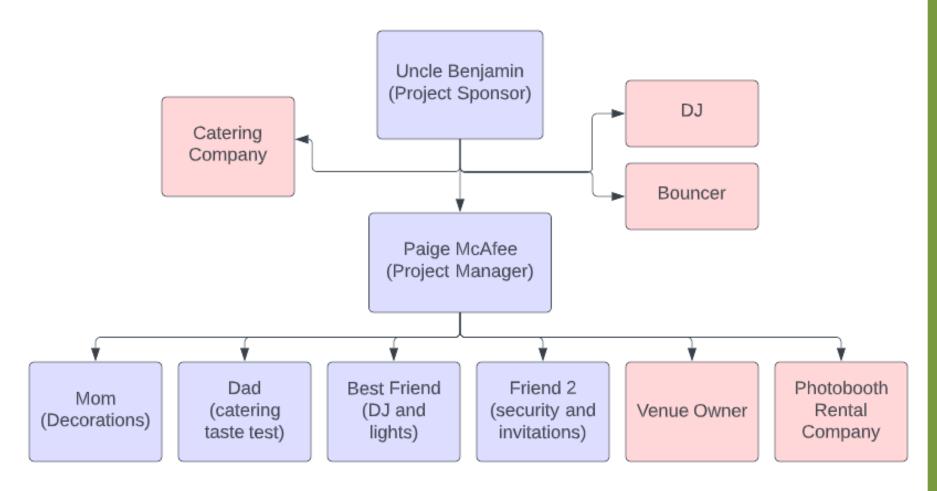


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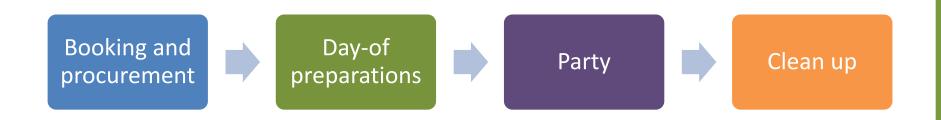
### TEAM MEMBERS AND STAKEHOLDERS



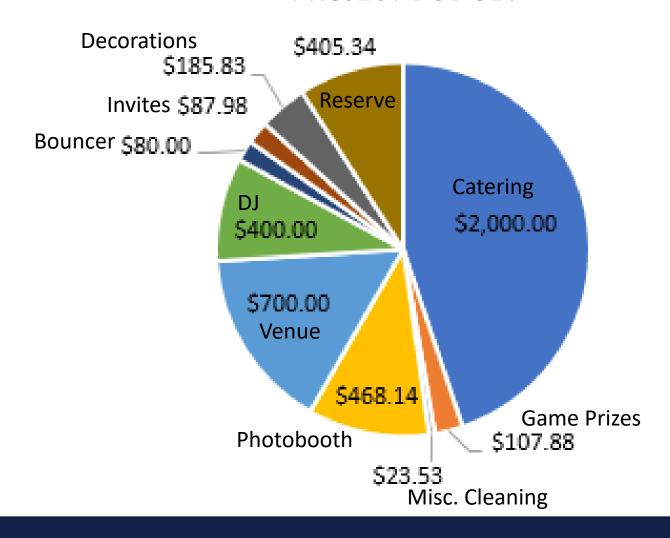
### MILESTONES AND SCHEDULE

- Project start
- Bookings complete
- Send invitations
- Reservations and purchases complete
- RSVP list complete
- Day of party
- Seating area set up complete
- Decorations set up complete

- DJ booth set up complete
- Catering set up complete
- Photobooth set up complete
- Entrance set up complete
- Party start
- Games
- Clean up
- Project finish



### PROJECT BUDGET



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### **RISKS AND ISSUES**

- Thunderstorms delayed purchasing and ingredients shipment
  - Shopped after storm subsided
- Only 35 people RSVP'd
  - Altered seating area set-up



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#### **RESULTS**

- Party starts and ends on-time
  - Scheduled preparations appropriately
- 100% of RSVPs show up
  - Date, entertainment, etc. clearly communicated
  - All partygoers arrive in costume
  - Clearly communicated on invitation
- Less than 33% of partygoers leave early
  - Interesting food and entertainment

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### **LESSONS LEARNED**

- Use WBS to create schedule
- Account for inclement weather in Risk Register
- Outsource activities when necessary to free up team members
- Use visuals to clearly communicate progress



