# Project Scope Assignment

The aim of this assignment is for you to put into practice the skills and knowledge that you have learnt in the module. You are provided on the university with an initial outline from the client of what they require. Based on that information and the information you gain from interviewing the client you are required to provide the following:-

A scope statement

A work breakdown structure

A scope management plan

A list of the stakeholders for this project

An initial stakeholder communication management analysis

## The Scenario

You are being asked to undertake the entire conference organisation for a two day conference to be held at School of Computing and Mathematics. You will be given access to an experienced conference organiser who will be able to provide you with information relevant to your undertaking this project.

**You need to concern yourself with the actual running of the conference, but not with paper management.**

You will need to liaise with Hospitality in terms of numbers attending, booking refreshments for during the conference and specifically for a conference dinner on day 1 of the conference.

You have been asked to undertake this activity but the client requires that you have approval for your project plans before any further project activities occur. In order to give their approval the client requires the following information:

A scope statement

A work breakdown structure (high level)

A scope management plan

A list of the stakeholders for this project

An initial stakeholder communication management analysis

**Interview details for Assignment**

Invite via email and letters

Participant can register via web site (Name, address, billing details)

Two type of bills with accommodation (Breakfast include) and without accommodation

Number of participants 60-100 no age group

There is no identify sponsorship

Entertainment – music singing only at conference dinner

Catering service- university facility management

No casual cloths

No tables only chairs

Budget include project team cost

Participant can cancel booking 2 weeks before the conference only refund money.

Payment – can be corporate payment or individual payment

Credit card payments allowed

University lecturers are speakers

All the rooms are fitted with audio and video facility

Post conference feedback mechanism – Traditionally or electronically

Structure can be change

May or may not panel discussion

Not to cut down break time for tea or coffee

Stranded package payment

Accommodation university base postgraduate rooms

Theme colour blue and yellow

Sit down dinner

Lunch buffet

Give pen drive for all participants

Conference cost include tea, coffee, lunch dinner for 1st night

Budget include project managers fee No sponsors

24 hours help desk

Dinner will be at university hall

No alcoholic drinks only 2 bottle of wine for each table

Have generator for power cut