

PETERSON - JONES WEDDING

Project Charter



Prepared by: Edmonds Event Planning

**Michael Brown
Kaila Gamboa
Steve Okimoto
Steve Taniguchi**

OVERVIEW

Plan & design date: 08/25/2016

Wedding date: 08/17/2017

Requestors: Tammy Peterson & Billy Jones

Sponsors: Karl & Sally Peterson, and Bill Sr. & Abigail Jones

WEDDING PROJECT TEAM

- Michael Brown
- Kaila Gamboa
- Steve Okimoto
- Steve Taniguchi

STAKEHOLDERS

Name	Role	Responsibilities
Tammy Peterson	Bride	Ultimate Decision Maker
Billy Jones	Groom	Moral Support
Karl & Sally Peterson	Bride's Parents	Budget and Finances
Bill Sr. & Abigail Jones	Groom's Parents	Moral Support
Venus Woods	Maid of honor	Bride's needs
Alfonso Smith	Best man	Groom's needs

SUCCESS CRITERIA

- Project completed under budget
- Project completed on-time
- Billy & Tammy get married
- The sponsors (parents) are happy with the results
- No logistical issues

BUDGET

The budget for the wedding is being provided by the Bride's Family. Karl and Sally Peterson are very traditional folks, and insisted that they take care of all costs for the wedding and reception and honeymoon. Karl, being a pragmatic man, decided to set an upper limit of \$75,000 for his "Little Girl's Big Day". Detailed estimates can be found in the Planning Document.

KEY PERFORMANCE INDICATORS

We will measure our performance based on hitting our budget and date goals, and analyzing our own internal review results. After the ceremony, we will reconvene with all major stakeholders for a review, and distribute an anonymous questionnaire.

ASSUMPTIONS AND DEPENDENCIES

- The parents' budget has been approved, and will not change
- The bride and groom are committed to the ceremony

RISK MANAGEMENT

The following is the Risk Management Plan, as provided by Edmonds Event Planning. Through careful planning, we have eliminated the High Risks from the Project, and ranked the remaining Risks from Medium to Low. As with any projects, it is not practical or possible to completely remove every risk.

Risk Name	Risk Description	Probability (H/M/L)	Mitigation Steps	Owner Name	Trigger Date
Rain or excessive Heat	A week out from the wedding pay close attention to the weather forecast and begin to plan accordingly.	Medium	Have canopy tents, misters, fans, and extra bottled water on hand	Logistics Team	8/10/2017
Venue availability	Being a year out this should not be an issue unless the bride and groom have the heart set on very specifics requirements.	Low	Get requirements up front and tee up three to four venues at one-time to be able to show bride and groom. Be ready to pay in full.	Logistics Team	8/1/2016
DJ no-show	Unlikely to happen but will call out as emergencies with individuals can happen.	Low	Find out who in the wedding party or guests has access to equipment and can bring as a backup.	Reception Team	8/17/2017
Cake Issues	If the cake has an accident or melts due to excessive heat.	Low	Order a smaller wedding cake as a backup and personal cakes from guests.	Reception Team	7/17/2017
Wedding party availability / delays	If part of the wedding party or family does not plan accordingly and arrives late or no-shows.	Low	Have wedding party arrive two days in advance, and insist the take vacation from work.	Reception Team	8/15/2017

IN SCOPE

- Honeymoon
- Guest lodging and flights
- Wedding party and guest gifts

OUT OF SCOPE

- Wedding rings
- Bachelor / Bachelorette parties

WORK BREAKDOWN STRUCTURE

The following is the Work Breakdown Structure (WBS), as provided by Edmonds Event Planning. We have broken the wedding plan into 3 top-level categories:

- Logistics - planning the what, when, and who
- Reception - the party plan
- Bridal party - the dress, suit, and gift shopping plan

LEVEL 1	WBS ID	LEVEL 2	WBS ID	LEVEL 3	WBS ID
Logistics	1000	Venue Planning	1100	Wedding Ceremony	1110
				Rehearsal Dinner	1120
				Decorations	1130
				Flowers	1140
		Invitations	1200	Invite list	1210
				Design & Printing	1220
				Custom stamp	1230

				Mail / Postage	1240
		Guests	1300	Lodging	1310
				Transportation	1320
		Minister / Officiant	1400	Research	1410
				Interview	1420
				Selection	1430
				Briefing	1440
		Photographer	1500	Research	1510
				Interview	1520
				Selection	1530
				Photo plan	1540
Reception	2000	Catering	2100	Appetizers	2110
				Beef	2120
				Chicken	2130
				Fish	2140
				Vegetarian	2150
		Refreshments	2200	Tea	2210
				Soda	2220
				Juice	2230
		Drinks	2300	Hard Alcohol	2310

				Beer	2320
				Wine	2330
				Champagne	2340
		Cake	2400	Large Cake	2410
				Cupcakes	2420
		DJ	2500	Research	2510
				Interview	2520
				Select	2530
				Briefing	2540
				Dance schedule	2550
Bridal Party	3000	Wedding Dress	3100	Dress design	3110
				Tailoring	3120
				Pickup	3130
		Bridesmaid dresses	3200	Design	3210
				Fitting	3220
				Pickup	3230
		Groom's clothes	3300	Design	3310
				Fitting	3320
				Pickup	3230
		Groomsmen's clothes	3400	Design	3410

				Fitting	3420
				Pickup	3430
		Gifts	3500	Maid of honor gift	3510
				Bride's maid gifts	3520
				Best man gift	3530
				Groomsman gifts	3540

SCHEDULE MILESTONES

The schedule milestones can be found below, as prepared by Edmonds Event Planning. We have separated out all of the main tasks to help us accomplish our top level and second level WBS items, and assigned due dates to make sure we set ourselves up for success. All acceptance criteria must be hit to mark the milestone as accomplished.

We have further divided the milestones into phases:

- Phase 1 consists of the Logistics WBS items (1000 series), and most of the Reception WBS items (2000 series). We plan to finish phase 1 by EoY 2016.
- Phase 2 consist mainly of Bridal Party WBS items (3000 series), and some of the final Reception WBS items. Our goal is to complete Phase 2, including final payments, prior to the Wedding day.

Milestone Name	Date	Stakeholder	Health	Acceptance Criteria
Venue booked	August 2016	Bride, Groom, Parents	GREEN	Booked / Deposit made / Contract signed
Invitations sent	September 2016	Bride, Groom	GREEN	All invitations mailed
Photographer booked	December 2016	Bride, Groom, Parents	GREEN	Booked / Deposit made / Contract signed
DJ booked	December	Bride,		Booked / Deposit made / Contract signed

	2016	Groom		
Catering booked	December 2016	Bride, Groom		Booked / Deposit made / Contract signed
Officiant booked	December 2016	Bride, Groom		Booked / Deposit made / Contract signed
Guest list finalized	January 2017	Bride, Groom		RSVPs received, Lodging arranged
Dresses	February 2017	Bride, Groom, Parents		Dresses picked for Bride & bride's maids
Suits	March 2017	Bride, Groom		Suits picked for Groom & groomsmen
Bridal party & gifts	May 2017	Bride, Groom		Gifts selected and purchased
Champagne & Wine	May 2017	Bride, Groom		Champagne and Wine selected and ordered
Cake	June 2017	Bride, Groom		Cake and desserts selected and ordered
Final Payments	July 2017	Bride, Groom		Final payments submitted for venue and services
Wedding	August 2017	Bride, Groom, Parents		Big day!

COMMUNICATION PLAN

For Tammy and Billy’s wedding, we have approved the following communications methods:

- Push communication: Email, Facebook Event post
- Pull information: <http://www.edmondsevents.com/joneswedding/>
- Interactive Communication: Direct telephone and conference calls (followed by email summary), In-person meetings (followed by email summary), and Facebook group chat

These communication methods were chosen for their simplicity, and paper trail. This ensures that all stakeholders have access to these methods, and can view previous communications for their own reference, or to ask questions as needed. All phone calls

should be followed by an email summary for everyone's reference. All records will be accessible on our website page for this event, www.edmondsevents.com/joneswedding/

The routine communication schedule has been finalized below. Additional ad-hoc meetings or calls can be held as needed.

- Monthly in-person planning status meeting with project team and all stakeholders
- Monthly meeting recap email sent to all stakeholders
- Bi-weekly project team conference call
- Bi-weekly project team recap email sent to project team

Outside of our planned meetings, email is the preferred communication method. Please stick to email for authorization requests, change requests, and sign-offs or approvals. Emails not acknowledged within 48 hours will be followed up with a phone call.

In the case of an emergency, please call.

The project team should be included on all communications internally and externally. The Bride and Groom should be looped in on all official communications externally. The parents should be included on any communications involving the budgetary or payment signoffs and approvals. The wedding party must be included on all communications regarding WBS items 3XXX, except for 35XX.

TEAM OPERATING PRINCIPLES

Treating all team members with respect. Working as a team, and filling in the gaps as necessary. Everyone contributing to the final goal, which is the successful completion of the Project Charter and WBS.

COMMITMENT

The Project Charter is hereby certified and approved by the members of the Edmonds Event Planning team:

Michael Brown	<i>Michael Brown</i>
Kaila Gamboa	<i>Kaila Gamboa</i>
Steve Okimoto	<i>Steven F Okimoto</i>
Steve Taniguchi	<i>Steve Taniguchi</i>