

LIS-4910 Fictitious Project Assignment

Congratulations. As an esteemed participant and standout student of FSU's IT Project Management class, you have been selected for the following exciting task!

\$YOUR_PERSON will be on a flight arriving into Tallahassee Regional Airport, 9:00 am. Saturday, June 4, 2015. You have been selected to escort and accompany **\$YOUR_PERSON** for the duration of that day. Since they are well known figure in the realm of **\$THEIR_FIELD**, they will be giving a large public **\$WHATEVER_THEY_DO** at the Leon County Civic Center at 2:00 pm. The plan of details of this public function have already been taken care of. However, you will be responsible for the following:

- *Picking up **\$YOUR_PERSON** at the airport*

- ***\$YOUR_PERSON** will need a bit of downtime; so you'll get them checked in at a hotel and will give her/him at least 2 hours to rest.*

- *After that, you will take **\$YOUR_PERSON** to a meet-and-greet (which you will plan and execute) prior to the large public function.*

- *Finally, you will ensure that **\$YOUR_PERSON** makes it to the public function at least a half-hour early.*

The "meet-and-greet" will be a private function for 100-200 people that will be largely your personal undertaking. Florida State University has graciously promised you a budget of \$1000 (cheapskates) pending a complete project plan with itemized budget that you provide. You may want to consider sponsorship or other external sources of funding as well. Guests may include **\$YOUR_PERSON**'s contemporaries, State, City, and FSU officials, your parents, and your friends if you like.

How the meet-and-greet is handled is your discretion and your responsibility. Accordingly, it will likely be the most detailed portion of this project plan. You need to consider, time, location, budget, and contingencies. It needs to be tightly catered to **\$YOUR_PERSON**'s interests and needs, but also to the desires and wishes of the potential guests.

A few notes:

For academic purposes of the exercise, you need to determine what the public event will be, make it appropriate for your figure.

You may want to use the 5+1 "Ws"

Think about GOALS and OBJECTIVES

Goals are abstract, Objectives are concrete. Consider using SMART Objectives

Specific, Measurable, Attainable/Achievable, Realistic, and Timebound

This is a project plan, wherein you are plotting out everything that needs to happen for the day to be a success. If your project plan starts on June 13, you're gonna have a bad time.

Think contingencies: Flights can be delayed, venues can be canceled, and so forth.