



Boyle Practical Project Management
BPPM Consulting



Project Plan

A Traditional Irish Wedding



Kate Murphy & Tom Kelly

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Project Managers: Kate & Tom



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1 Project Title

This Project Plan provides the detail needed for a traditional Irish wedding. This project plan uses plain and un-ambiguous terms, such that it can be used as a reference. This document outlines the Project Planning elements necessary for a traditional Irish wedding. Kate Murphy & Tom Kelly are fictional names for the bride and groom in this plan.

1.1 Project Initiation

Kate and Tom became engaged on 06/08/2011. They planned to get married in the autumn of 2012 and have a traditional Irish Catholic Wedding. A wedding is a project that has a fixed date and therefore fixing the wedding date was the 1st order of business in the initiation process.

1.1.1 Fix Date

The process used for fixing a wedding date is dependent on priorities. The fixing of the date for Kate and Tom was dependent on the availability of Kate's home church in the 1st instance, and then on venue and band availability. By planning early they had a better chance of satisfying all of their main priorities.

1.1.1.1 Book Church & Priest

Kate and Tom decided that they would be married on a Friday, if possible. Saturday weddings are more popular and for this reason they tend to be more difficult to arrange and can be more expensive. They met with the parish priest, to make initial general enquiries as to establish his and the church availability during the autumn of 2012. They noted all the dates the church and the priest were available.

1.1.1.2 Book Reception Venue

With a view to minimizing the amount of travel guests have to undertake Kate and Tom endeavored to source a suitable reception venue as near as possible to the church. Kate and Tom had attended a wedding and the reception was held in a marquee in the ground of the bride's parents' home. They were taken in by the ambiance and the atmosphere surrounding the occasion and considered this option. Kate's parents have land adjacent to their home that would accommodate a marquee. However access to the site and the provision of adequate parking facilities would be problematic. The couple that had the marquee advised them there was a considerable amount of planning required, for example, organising caterers, electricity power supply, and toilet facilities. They also advised them that catering companies normally can supply waiting staff, bar service catering equipment, furniture, crockery, linen etc. Taking account of Irish weather variations, when all these factors were considered they ruled out the marquee option,

They then researched potential reception venues on the internet to determine average prices and services on offer. They visited a selected number of venues based on location, services on offer, price and advice from friends. They established the potential reception venues available dates. The Criteria used in selecting the venue were:

Criteria	Unit Measure	Venue 1	Venue 2	Venue 3	Venue 4
Distance from the Church	Kilometres	15	30	25	40
Bride & Groom experience of food	Marks out of 100	90	80	90	100
Bride & Groom experience of decor	Marks out of 100	80	80	90	90
Family & Friends experience	Marks out of 100	80	80	80	90
Price Main Meal	€ per head	€ 28.00	€ 25.00	€ 32.00	€ 38.00
Price Wine Reception	€ per head	€ 7.00	€ 7.00	€ 7.00	€ 8.00
Price Evening Food	€ per head	€ 6.00	€ 7.00	€ 6.00	€ 8.00
Guest capacity Minimum & Maximum	Min.No/ Max. No	50/300	50/250	50/400	50/500
Special overnight rates for guests	Discount	€ 20	€ 15	€ 20	€ 30
Limitations for music	Finishing Time	2.00am	1.00am	1.00am	2.00am
Bar closing time	Finishing Time	1.30am	1.0am	12.30am	1.30am
Performance space band	Sq Mtrs	25	30	40	40
Sound Limiters	Yes/No	No	No	No	Yes
Baby changing & feeding facilities.	Yes/No	Yes	Yes	Yes	Yes
Guest/Band changing facilities	Yes/No	Yes	Yes	Yes	Yes
Secure place for gifts	Yes/No	Yes	Yes	Yes	Yes
Areas for photographs	Yes/No	Yes	Yes	No	Yes
Guests parking	Yes/No	Yes	No	Yes	Yes
Wheelchair accessible	Yes/No	Yes	Yes	Yes	Yes
Floral table centrepiece	Yes/No	Yes	Yes	No	Yes
Red Carpet	Yes/No	Yes	Yes	Yes	Yes
Cake Stand	Yes/No	Yes	Yes	Yes	Yes
Other decorations included	Yes/No	No	No	No	No
Extra charges	Yes/No	No	No	No	No
Corkage charge for wine	Rate € per bottle	€ 0.00	€ 0.00	€ 0.00	€ 5.00
Deposit Amount	Amount €	10%	10%	15%	20%
Cancellation policy	Amount € loss	Deposit	Deposit	Deposit	Deposit

Taking everything into consideration they decided on Venue 1.

1.1.1.3 Musicians Availability

Kate and Tom thought about having a band for the evening and a small Irish music band for earlier in the day during the wine reception, but decided they would leave the decision about the small band for later, depending on their budget. They had a preference for a band that can perform a mixture of material to cater for all age groups that would include traditional, rock, pop, country and soul music. They would require the band to accompany singers from among the guests, and entice people on to the dance floor. In general, they wanted a band with the experience to perform the appropriate material at the appropriate time at the right price.

Unlike choosing the hotel they had no preference as to where the band is located. Given their initial preferences they started with google search and noted email addresses and phone no's for further enquiries.

They prepare a list of questions as outlined below to ask bands in advance, to help narrow down the number of bands fitting their requirements. They emailed or phoned each band for answers to the questions and gathered any other relevant information.

Criteria	Unit Measure	Band 1	Band 2	Band 3	Band 4
No. of Playing Hours	No. Hrs	2	2.5	2	2
Sample live DVD	Yes/No	Yes	Yes	No	No
Travel Charge	Yes/No	No	No	No	No
Other Charges	Yes/No	No	No	No	No
Total Price including Vat	Yes/No	€ 2,000	€ 1,900	€ 1,800	€ 1,700
How much deposit	%	10%	10%	15%	20%
Leeway on Start Finish	No. Minutes	30	45	30	30
No. of Breaks	Number	1	2	1	1
Length of Break	No. Minutes	20	30 & 15	20	15
Background Break Time Music	Yes/No	Yes	Yes	Yes	No
Contact details of references	Yes/No	Yes	Yes	Yes	Yes
No. of weddings performed at	Number	5	30	10	10
List of Available dates	Yes/No	Yes	Yes	Yes	Yes
Sound Limiters issues	Yes/No	Yes	Yes	No	No
Space requirements	Sq.Mtrs	30	30	30	30
Food requirements	Dinner/Buffet	Buffet	Buffet	Buffet	Buffet
Drinks requirements	Yes/No	No	No	No	No
Changing facility requirements	Yes/No	Yes	Yes	No	No
Set up time requirement	No. Minutes	30	45	40	30

Kate and Tom attended a few public venues to listen to the music of bands that were recommended to them. The manager of one of the hotels they visited recommended a band to them. They asked the bands that they were impressed with about availability, price and if they were performing at any upcoming parties or weddings. Kate and Tom preferred to see a band perform at a wedding or a party to verify their credentials and experience before making the booking.

1.1.1.4 Family Availability

Prior to making any final decision on a date they notified their respective families of the available dates to ascertain if there might be any known events occurring that may compromise any family member.

-- End of free preview --

The remainder of this plan is available in pdf format. To access the remainder of this plan, please contact us at info@bppm.ie.