

## Anniversary Event Project – Task Plan

ID	Task Name	Duration	Predecessors	Resources
<b>1</b>	<b>Scope Event</b>			
2	Arrange meeting	1 day		JG, MS,KH, JM
3	Identify type of event	0.5 days	2	JG, MS,KH, JM
4	Decide budget	0.5 days	3	JG,JM
5	Event scope completed	0 days	4	
<b>6</b>	<b>Organise Venue</b>			
7	Research possible venues	2 days	5	MS,KH
8	Contact possible venues	2 days	7	MS,KH
9	Decide on venue	1day	8	MS,KH
10	Book venue	1 day	9	KH
11	Venue booked	0 days	10	
<b>12</b>	<b>Invitations</b>			
13	Design Invitations	1 day	9	GS
14	Print invitations	1day	13	MS
15	Send out invitations	1 day	14	MS
16	Invitations completed	0 days	15	
<b>17</b>	<b>Final Arrangements</b>			
18	Collate numbers	0.5 days	16	KH
19	Confirm numbers to venue	0.5 days	18	KH
20	Decorate venue	2 days	19	JG,MS,GS
21	Final arrangements complete	0 days	20	