Project Management Plan
Chinese Food

According to NSF, the basic elements of a project management plan are

- **Vision:** What is the concept? the grandiose, deliberately delusional preconception of what this project might become.
- **Scope:**
  - What are the objectives?
  - What kind of activities belong to this project?
  - What are the limitations?
  - When do we know when it is finished?
- **Impact:** What is the anticipated impact of this project?
- **Data management:** How do we collect, preserve and sort all of the files? Which data from previous projects would have been useful to do this one? When should it have been collected? How do we disseminate useful information from these files to the public?
- **Budget, Equipment:** Is any special equipment, facilities needed or wanted?

According to http://project-management-knowledge.com/ we need:

- **Work Breakdown Structure (WBS):** divide project into manageable objectives, create a work package for each objective with deadline, assign each work package to a team, at the end assemble the products to complete the project.
- **Risk management:** What is the probability that tasks/activities will fail? What will be the impact? How can we get around this?
- **Project Scope Statement:** Includes objective, assumptions, deliverables, list of tasks/activities, constraints.
- **Milestones/Benchmarks:** These are flags/metrics which indicate that subtasks have been done and how well they were done.

According to Wikipedia we need:

- **Critical path.** Identify the longest sequence of tasks which need to be done consecutively and not concurrently. This determines the time needed to complete the project.
- **Event chain chart.** To visualize the dependencies of different tasks.

The purpose of this project management plan is to better organize our dinner preparation skills and to practice efficient management of projects.
1. Vision

We will make a delicious Chinese dinner including Hot and Sour Soup, many appetizers and hopefully 10 main dishes. The date is Wednesday, July 20, 2011. Tuesday, July 19, 2011.

2. Project Scope Statement

- What are the objectives? To make a delicious meal which looks good and has lots of leftovers.
- What kind of activities belong to this project? Making a list of dishes and ingredients needed for each dish. Estimate time needed. Prepare the dishes. Need WBS for preparing each dishing and shopping for all of them.
- What are the limitations? There may be some missing ingredients. Not all the dishes can be spicy. There should be a balance between beef, pork and chicken.
- When do we know when it is finished? When the dinner is ready and we eat. Revision: No, it is finished when the leftovers are put in the freezer (so that Bata can have Chinese food all winter).

3. Impact

We will all be eating and drinking and having a good time. I will chase guests out of the kitchen by frying a pot full of fresh hot peppers.

4. Data Management Plan

The recipes in the Chinese cooks books and computer files for the courses that we select need to be printed and ready for shopping list and preparation schedule. This should be stored in the p-roles/Food folder of the data stick for future reference.

Make a list of how much of each ingredient we have before cooking. Make a list of how much is left after cooking. Subtract.

5. Risk Management

Some cooking steps may take much longer than anticipated. This has happened before. So, we need to allot extra time and cook those items on the previous day. Oh no! The printer ran out of ink in the middle of the projects!

6. Budget, Equipment

We have all the necessary equipment. The estimated cost is $500. This is 36,000 dinars. A budget overrun justification statement will be added if we go over this budget.
7. Detailed project plan

7.1. List of dishes (end product).

- Hot and sour soup
- Appetizers
  - (1) Cold beef
  - (2) Cold pork
  - (3) Strange flavor chicken (Hot!)
- Chicken dishes
  - (1) Chicken with mushrooms and woodears
  - (2) Sweet and sour chicken
  - (3) Chicken with lemon
  - (4) Szechwan chicken (Hot!)
- Beef dishes
  - (1) Beef with celery and carrots (Hot!)
  - (2) Orange beef
  - (3) Beef and broccolli
- Pork dishes
  - (1) Mapo tofu (Hot!)
  - (2) Ants climbing tree
  - (3) Twice cooked port (need recipe!)

7.2. Critical path. The critical path is the longest sequence of tasks which need to be done consecutively and not concurrently. This determines the time needed to complete the project. Revised: The starting point was delayed, the dinner date was moved up.

```
Gregory  Find recipe for twice cooked pork  Sunday am
↓
Kiyoshi  Make shopping list  Sunday pm
↓
Beba, Bata  Shopping  Monday am
↓
Bata, Kila, Beba  Prepare (chop up)  Monday pm
↓
Kiyoshi  Cook soup, appetizers  Monday evening
↓
Kiyoshi  Cook main dishes  Tuesday pm
↓
Beba, Bata, Kila  Serve  Tuesday evening
↓
Bata  Freeze leftovers  Wednesday
```
4.3. **Work Breakdown Structure.** The total project is broken up into *work packages* which are mini projects complete with goals and deadlines. Each work package is usually assigned to a different team. (But we don’t have enough workers for that.)

- Find recipes for all dished and print them. Objective: to prepare shopping list and time table. Deadline: Sunday 6pm
- Make a shopping list. Objective: These are clear instructions for the shopping team to obtain correct ingredients on Monday morning. Deadline: Sunday 9pm (before everyone goes to sleep).
- Make cooking timetable. Objective: Determine when we have to start cooking on Monday and Tuesday.
- Shopping. Objectives: Obtain all items on the shopping list. Deadline: Monday 11am.
- Chop up meat. Objective: Cut up all the meat into little pieces and prepare it for cooking. Deadline: according to timetable.
- Cooking on Monday. Objective: Cook things on the previous day which are to be served cold or which can be just reheated.
  1. Cook hot and sour soup.
  2. Boil beef for cold beef appetizer.
  4. Boil pork for cold pork appetizer.
  5. Prepare spices for strange flavor chicken.
- Cooking on Tuesday: according to timetable. Don’t forget the rice!
- Preparation of serving dishes. Objective: Prepare concurrently with cooking.
- Serve dishes.
- Enjoy dinner.
- Pack up leftovers to freeze. Objective: Prepare these in small servings so that each frozen package is one dinner. The project is now completed!