


56th IFEA Annual Convention & Expo

The Application of Project Management to Events


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Events Development Specialist
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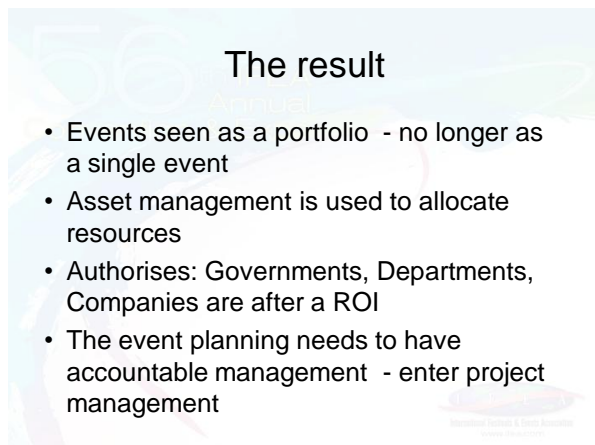
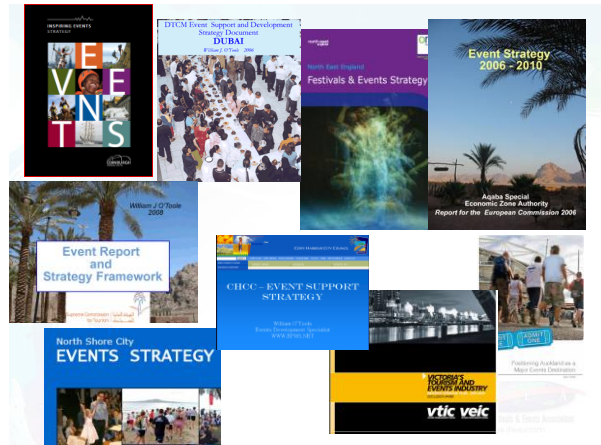
Summary

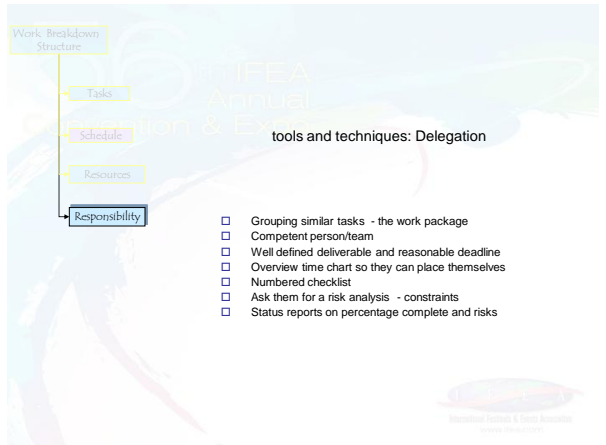
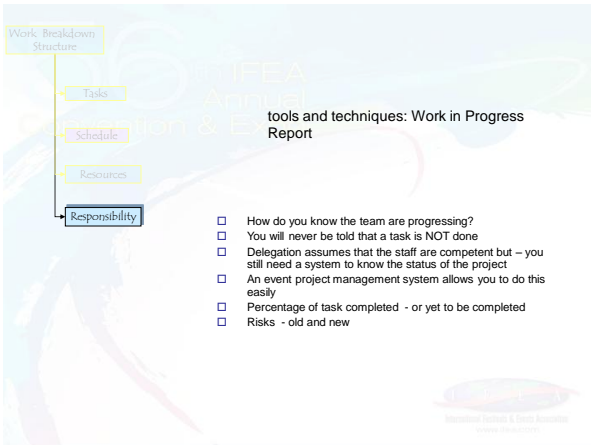
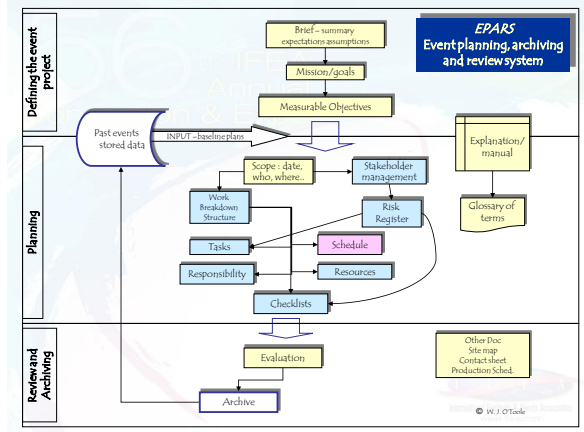
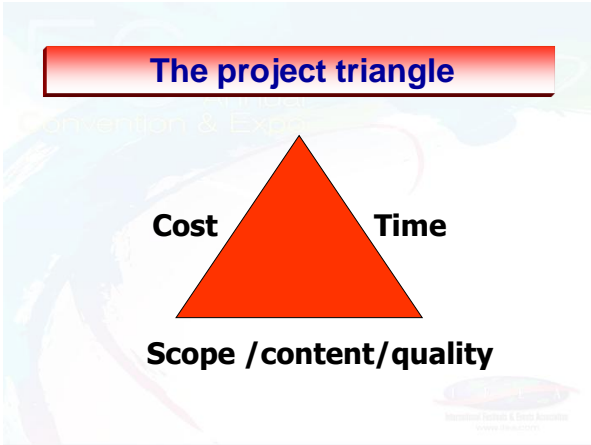
- Project management is an accountable management method using tools and techniques honed over 50 years of use around the world.
- All major companies and government departments use it.
- If you want to submit a proposal, streamline your reporting, discover why you can't delegate or just find out what bits and pieces you can use for your event, come along to this session. It is not about software. It is about using the world's best practice



The strategy – NZ model





exercise

- The event: swimming race down the Trinity River
- Get an idea of the event itself
- Develop the WBS



- Prompt list
- Why use them
 - Quick to create
 - Every one understands them
 - Delegation : you can give a checklist to your staff
 - You can change them easily
 - NEVER delete them
- How to use them
- When
- How to create a system of checklists

More information

- Website www.epms.net, www.eventsfd.com

Books: all available from Google or Amazon

CDROM with checklists, risk project management found on the website www.epms.net