

## **Project Scope Statement:**

### **Project Objective**

To have a birthday party for a family member on May 25<sup>th</sup> not exceeding \$500.

### **Deliverables**

- A between 5-7 hour event
- Food and drinks
- Birthday cake
- Party music playlist
- Decorating and outfitting party space
- Invitations

### **Milestones**

1. Invitations dispersed and Facebook/Twitter Invitation postings – May10
2. Playlist compiled – May 23
3. Party space set-up completion – May 24
4. Food and drinks attained – May 24
5. Party night – May 25

### **Technical Requirements**

1. Neighborhood association must be made aware of party date and time and guest parking.
2. Noise level cannot disturb neighbors.
3. Playlist must alternate between slow and fast songs.
4. Food must be enough for 20 guests.

### **Limits and Exclusions**

1. No alcoholic beverages are to be served.
2. Party must end by 12am the following day.