

# Project Management Course

## THE ASSIGNMENT

You have been appointed as the project manager for a holiday initiative at your company. The goal of the project is to organize and execute the distribution of Christmas gifts to a list of 100 valued clients. These clients are located in various regions across the country. The gifts, a selection of gourmet food baskets and personalized items, need to be sourced, packaged, and delivered in time for Christmas. Your task is to plan and manage this project from conception to completion within a four-week timeframe and a fixed budget.

## YOUR TASKS

- ① **Plan the Project** – Make a basic plan. Include a high-level list of tasks, a timeline, and who is responsible for each task.
- ② **Budget** – Decide how you'll spend the budget on buying and sending the gifts.
- ③ **Communicate** – Explain in 100 words or less, how you will keep everyone involved (like your team and suppliers) updated.
- ④ **Handle Problems** – Identify at least three potential risks that could impact the project and propose strategies to mitigate these risks.
- ⑤ **Lead The Team** – Write a short paragraph (100 words max) on how you would work with and lead your team.

## THE OBJECTIVE

This exercise aims to assess your ability to plan, execute, and lead a project. It will evaluate your organizational skills, attention to detail, budget management, problem-solving, communication abilities, and leadership qualities - all crucial skills for a successful project manager.