



AY2024 TERM 4 INTAKE 3

H2069C Project Scheduling

FINAL COURSEWORK ASSIGNMENT

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Total marks: _____ / 100

Criteria	Marks
Content	/ 60
Relevance	/ 20
Format	/ 20

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Peer Tutoring Project Project Details	
Project Name	Team Bonding at Lazarus Island 2026
Theme	Beach Olympics
Objective	1) Foster teamwork and communication through activities 2) Create a fun and relaxing environment for participants 3) Encourage friendly competition between colleagues
Project Synopsis	<p>The event is a team bonding event designed to promote teamwork, friendly competition, and friendship. It will take place on Lazarus Island in the afternoon; teams will compete in many engaging games, including volleyball, frisbee challenges, and water-based activities.</p> <p>The event will then end with a BBQ dinner by the beach at night, where participants can unwind, celebrate their achievements, and enjoy a relaxing evening together with good food and good company.</p>
Date & Time	3 rd March 2026 2:00PM – 8:30PM
Venues	Lazarus Island
Budget	\$2,203.52
No. of Atteneedees Targeted	28



Risk Assessment (a. Identify 3 potential risks within the project. b. Carry out and Explain the Risk Assessment Management techniques used on the 3 potential risks.)

There are many risks that can happen in a team-building activity at Lazarus Island that must be taken note of to protect attendees. Those risks can be assessed and ranked using the danger Matrix according to Likelihood, which measures how likely it is for a risk to, and Consequence, which determines the level of effects that the hazard can cause to the event. These two variables are then put together to get a risk score, which classifies risks as Low, Moderate, High, or Extreme.

Risk Analysis Via the 5 X 5 Risk Assessment Matrix:

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Certain	H	H	E	E	E
Likely	M	H	H	E	E
Moderate	L	M	H	E	E
Unlikely	L	L	M	H	E
Rare	L	L	M	H	H

Legend:

- E** – extreme risk (immediate action required, e.g. do not proceed with activity until the level of risk is reduced)
- H** – high risk (attention required)
- M** – moderate risk (attention required- 2nd in priority as compared to high risk)
- L** – low risk (managed by routine procedures)

When assessing the risk matrix, the first thing to do is identify a risk and establish the risk probability, choosing between rare, unlikely, moderate, likely and certain. After that comes establishing the potential level of impact from insignificant, minor, major and catastrophic. Once done, we will use the table to identify where the two ends meet to determine the actual risk level ranging from low risk, moderate risk, high risk and extreme risk. Once the risk level has been determined, we will then implement control measures to reduce the chances of the risk happening by providing safety measures and removing hazards. If the risk remains high or extreme after measures have been taken, additional measures should be put in place until it gets brought down to an acceptable level.

Risks

1. Injuries from activities: Risk Level (L = Moderate) x (C = Moderate) = High risk



Injuries like falls, cuts and other injuries can happen during activities without proper precautions and could disrupt the event as well as lead to medical emergencies depending on how serious the injury is.

Risk management techniques:

- Have a medical personnel member to be on standby for any potential injuries that may happen so that they can provide aid.
- Ensure the playing area is clear of hazards like sharp objects on sand before starting the activities so that people will not step on it and hurt themselves.
- Have proper warmups and stretches before the games and do cool down stretches after the games to reduce chances of injury, cool down stretches must take twice as long as warmups
- If participants are tired, get them to rest instead of overexerting themselves

2. Dehydration or Heat Exhaustion: Risk Level (L = Certain) x (C = Moderate) = High risk

Participants are more prone to heat-related conditions and dehydration due to Singapore's humid weather, particularly while engaging in outdoor activities for a long time. If left untreated, this might result in exhaustion, lightheadedness, or even heatstroke which is a serious thing.

Risk Management Techniques:

- Make sure participants get enough supply of water and hydration breaks.
- Set aside time for resting in areas with shade.
- Encourage participants to use sun protection like sunscreen and wear breathable clothing.

3. Food Poisoning: Risk Level (L = Moderate) x (C = Major) = Extreme risk



Food poisoning would be a serious issue, especially if the barbecued food is not handled, or prepared correctly. This causes participants to develop symptoms such as nausea, vomiting, diarrhea, and stomach cramps that can result from eating tainted or undercooked food.

Risk management techniques:

- Make sure that food is stored properly by using ice packs to keep food that can spoil cold in coolers.
- Cook food until it reaches the proper internal temperature before serving
- To avoid cross-contamination, keep the spaces used for cooking and eating clean and have a designated utensil for handling both raw and cooked food like tongs
- Throw away any food that has gone bad or is suspected to right away

Contingency Plan (a. Propose a complete contingency plan for one of the identified risks.)

Risk Management:

Is the first step when coming up with a contingency plan is to reduce the chances of food poisoning happening in the event and to do that we must first identify and evaluate the possible hazards that can cause food poisoning so that measures can be taken to reduce the risks such as making sure that the raw ingredients are fresh and are stored at the right temperatures to stop them from going bad, keeping raw and cooked foods separate when barbecuing to avoid cross contamination.

Plan development:

This stage is for coming up with a backup plan to deal with food poisoning if it happens. The first thing to do would be to quickly recognize the symptoms of food poisoning and start first aid by making sure that the person affected gets hydrated with oral rehydration salts to prevent dehydration, and if the symptoms are severe, emergency services must be contacted immediately. This will be taken care of by the medical personnel. Next, the suspected food that caused the food poisoning should be removed to stop participants from consuming it and other attendees would need to be monitored. Documents would be needed for the incident and write down what food was consumed, when the symptoms started to appear, and the number of people affected to help give the healthcare providers more information.



Training and Review:

To ensure that everyone responsible for the food preparation and event coordination can understand and implement the contingency plan effectively, they should undergo food safety training so that they will know how to properly handle food to avoid food poisoning when manning the barbecue grill. While for review, the contingency plan should be regularly assessed for how relevant and how effective it will be for the incident and update it accordingly when needed.

Procurement (a. Identify and explain 3 procurement methods that the event organiser may use.)

The three procurement methods I would use would be

- Open Tendering

Open tendering is a procurement method allowing companies to bid on goods in an open competition, requiring local advertising, unbiased technical specifications, and objective evaluation. It encourages effective competition, value for money, and efficient resource use, making it the best procurement method.

- Single Source

Single-source procurement is a non-competitive method where goods and services are acquired from a single vendor, it is used when you already have a certain vendor in mind, be it from working together in previous events or no other vendors reach the certain requirements. It saves time, money, ensures accountability, and quality service, but requires care and consistency for improved organizational efficiency.

- Two Stage Tendering

Two-stage tendering is a procurement method where bidders submit proposals without prices in the first stage, followed by price specifications in the second stage which they will then be assessed on their background. Suppliers who passed that stage will be invited to submit detailed technical bids in the second stage.

Project Closure (a. Identify the type of project closure, and justify your answer.)

Type: Normal Closure

"Normal closure" is usually used when an event has all their goals reached, deliverables are finished, and the project is formally concluded. The goals for this event would be to enhance team collaboration, communication, and the bond among participants. The activities that we had during the event, like the sport activities and a BBQ session, have successfully achieved our goals based on the feedback that was



collected from the participants as many of them stated how much fun they had during the event and how they felt the event helped them with their overall team dynamics.

Everything went according to plan. The event managed to take place within the period of time given for the planning because there were no delays or interruptions. The logistics, including transportation, equipment, and food, were all handled smoothly. Making the overall execution of the event seamless, proving that the event was finished as planned.

For resources, the event was completed within the budget, and nothing went over the budget. Resources were managed and used efficiently, and the attendees' active participation throughout the event made sure that it was both engaging and effective. By keeping within budget and utilizing resources wisely, the project stayed within its financial constraints and met its goals.

After the event, a post-event evaluation was done to confirm the positive outcomes that came from the event, like how members felt that the event has helped improve team morale and increased the bond among members. Their feedback will also provide valuable information into which areas have been done well so that we know which areas need to be improved for future events.

When all planned deliverables were successfully completed, and each activity was executed as expected. A post-event documentation, including a summary report, was produced to write down the event's impact. The documentation ensures that all objectives were met, and the report updates the stakeholders on the project success. Once done, the project will be closed as a normal closure.

A checklist can also help in the process of determining the project closure as it makes sure that the steps needed are completed and there are no tasks that were



missed

	DONE	INITIALS	NOTES
Review event objectives	<input checked="" type="checkbox"/>		
Collect participant feedback	<input checked="" type="checkbox"/>		
Compile post event report	<input checked="" type="checkbox"/>		
Document and communicate project closure to stakeholders	<input checked="" type="checkbox"/>		
Verify logistics	<input checked="" type="checkbox"/>		

	DONE ▾	INITIALS ▾	NOTES ▾
Pack up equipment (balls, nets, etc.). X	<input type="checkbox"/>		
Collect and dispose of any trash left on the beach and BBQ area. X	<input checked="" type="checkbox"/>		
Pack leftover food and beverages for transport or disposal. X	<input checked="" type="checkbox"/>		
Extinguish BBQ grills X	<input checked="" type="checkbox"/>		
Conduct a final sweep of the area to ensure no belongings or materials are left behind. X	<input checked="" type="checkbox"/>		
Confirm that transportation is ready and all participants are accounted for. X	<input checked="" type="checkbox"/>		
Final debrief with event committee to note any last-minute concerns or issues. X	<input checked="" type="checkbox"/>		

Post Project Evaluation: (Describe and justify the 6 step post-project evaluation process used by the organiser. Justification)

1. Data Collection

Data Collection is the first step that involves collecting data from various aspects of the event like participant engagement which can be tracked by the target number of attendees if it was met or not. Though participant engagement is not the only way to collect data as there is also the quality of experience from the stakeholders of the event which will also help assess the overall satisfaction in the evaluation stage.

2. Evaluation

Evaluation is when the organizer assesses the data collected from the first stage to get an idea on how well the event did through how engaged the team members were throughout the event. Evaluating the budget is another thing to evaluate as it helps



determine whether the event stayed within its financial limits, providing insights into whether there are any areas that can be improved, which brings us to the third stage.

3. Establishing Lessons Learned

For this stage, the organizer will then review what went well and what can be improved for future event planning. For upcoming projects, best practices like extremely successful team-building exercises or communication techniques are recorded down. The organizer also comes up with methods and ways to deal with problems that came up throughout the event by having contingency plans. The organizers are then able to use all information gathered there for future projects.

4. Verification

Verifying the accuracy of the findings comes next after the data has been gathered and the assessment has been completed. This means that we need to verify how valid the survey and participant comments are to make sure the findings are trustworthy and accurate. Verification also helps to check whether the event actually achieved its goals by comparing facts with it.

5. Documentation

Maintaining a record of the event and its results requires proper recordkeeping. This stage guarantees that all required documentation is finished and saved for future use, including financial records, feedback forms, and a final evaluation report. Making it a useful resource for future occurrences. For any future audits or reviews, this also offers a legal record of the project.

6. Information Dissemination

For information dissemination, team members, organizers, and potential future event participants are among the stakeholders who receive the evaluation's main conclusions, best practices, and lessons learned. Presentations, reports, or briefings could be used for this, sharing important lessons learned to improve upcoming projects. The dissemination approach guarantees that the knowledge acquired during the post-project review will be useful to all participants in the event as well as those organizing future projects.

Project Schedule: (a. Draft a proposed project schedule with 4 key areas for the next event using Work Breakdown Structure (WBS) b. Submit a proper text indent WBS)

Team Bonding at Lazarus Island Work Breakdown Structure



-
- 1.0.0 Team Bonding Event at Lazarus Island
 - 1.1.0 Pre-Event Planning
 - 1.1.1 Send out invites to participants at workplace
 - 1.1.2 Define event objectives and start planning
 - 1.1.3 Confirm budget
 - 1.1.3.1 Start procuring things needed for the event
 - 1.1.4 Arrange transportation
 - 1.2.0 Activities
 - 1.2.1 Beach volleyball
 - 1.2.1.1 Set up play area and net
 - 1.2.2 Frisbee Match
 - 1.2.3 Paddleboard tug and war
 - 1.2.4 Water balloon dodgeball
 - 1.3.0 BBQ Dinner and social session
 - 1.3.1 Set up BBQ pits and dining area
 - 1.3.2 Assign cooking roles
 - 1.3.3 Facilitate casual bonding among participants
 - 1.3.4 Organize light entertainment
 - 1.4.0 Post Event activities
 - 1.4.1 Tear down and clean up
 - 1.4.2 Gather participant feedback
 - 1.4.3 Thank everyone for coming



Project Budget (a. Draft a proposed budget with 4 key areas (income or expenditure) for the next event stating the method used)

Budget						
No.	Expenses	Budget Cost	Total Cost	Variance		
1	Equipment Costs					
2	Volleyball	\$29.29	\$36.50	\$7.30		
3	volleyball net	\$31.42	\$39.28	\$7.86		
4	volleyball poles	\$40.02	\$50.03	\$10.01		
5	Frisbees	\$23.76	\$29.70	\$5.94		
6	Paddle Boards	\$309.38	\$386.72	\$77.34		
7	Balloons for water balloons	\$7.58	\$9.48	\$1.90		
8	Life Jackets	\$759.36	\$949.20	\$189.84		
9	Subtotal	\$1,200.72	\$1,500.91	\$300.18		
10						
11	Food and Drinks					
12	Chicken Satay	\$32.00	\$40.00	\$8.00		
13	Mutton Satay	\$41.60	\$52	\$10.40		
14	Satay Sauce	\$4.48	\$5.60	\$1.12		
15	Buffalo Chicken Wing	\$23.84	\$29.80	\$5.96		
16	Sweet Corn in Foil	\$20.40	\$25.50	\$5.10		
17	Broccoli with Olive Oil Parcel	\$16.80	\$21	\$4.20		
18	Mineral Water	\$9.52	\$11.90	\$2.38		
19	Coca Cola	\$14.00	\$17.50	\$3.50		
20	Subtotal	\$162.64	\$203.30	\$40.66		
21						
22	Services					
23	Medical Staff	\$720	\$900	\$180.00		
24	Ferry Transport	\$48.00	\$60	\$12.00		
25	Subtotal	\$768.00	\$960.00	\$192.00		
26						
27	Miscellaneous Items					
28	Charcoal	\$20.80	\$26.00	\$5.20		
29	Wiremesh	\$24.96	\$31.20	\$6.24		
30	Fire Starter Set	\$2.16	\$2.70	\$0.54		
31	Trashbag	\$1.92	\$2.40	\$0.48		
32	Aluminium Tongs	\$6.72	\$8.40	\$1.68		
33	Paper Plates	\$3.76	\$4.70	\$0.94		
34	Plastic Forks	\$1.44	\$1.80	\$0.36		
35	Plastic Spoons	\$1.44	\$1.80	\$0.36		
36	Serviettes	\$1.36	\$1.70	\$0.34		
37	Bamboo Skewers	\$4.24	\$5.30	\$1.06		
38	Oil Brush	\$3.36	\$4.20	\$0.84		
39	Subtotal	\$72.16	\$90.20	\$18.04		
40						
41	Grand Total	\$2,203.52	\$2,754.41	\$550.89		

The method used is the bottom-up method, where individual departments first create their own budgets, which are then collected towards the overall budget. Allowing the people planning to provide cost estimates based on what they need, like transportation, food and equipment, to all be carefully considered by the people



responsible for the planning. Since I have four sections in the budget, I can assign them to four different teams to help with the planning. Once the budget estimates are collected, the higher ups will then review, adjust and approve the budget to ensure that the resources are allocated evenly

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AY2023 TERM 4 INTAKE 2

H2069C PROJECT SCHEDULING

Final Coursework Assignment

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I declare that:

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I have not copied the words or graphics or ideas or codes from another person/source and submitted it as my own.

I neither received nor rendered any assistance (*either paid or unpaid*) on work that requires individual effort.


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