

### A.) Executive Summary

The main objective for my production team is to find the perfect venue and location that fits the criteria for The RIDER and making sure that our guests and performers are happy and comfortable. We will load in 2 day before the show opens so we can setup stage, do sound check, and rehearsals. Vans and trucks will be rented to transport performers and staff to the venue along with scenery, prop and equipment. Parking will be free for this event; just have to check in with security at the gate. Performers will have access the all 4 dressing rooms, the costume shop where they can iron, sew, wash and dry their costumes. There will be access to the green room as well where they can have food and their snacks.

### B.) Objectives

The Objective for our team was to find a venue for the show we put together that has enough space to hold our scenery and props. The Milton G. Bassin has many rooms that we can store thing in and has a big enough stage to hold our scenery. The theatre seats more than 10000 people in the main stage theater; this is plenty of seating room. The Milton G. Bassin agreed to provide the sound and lighting if needed, we have our own but if we need more sound or lighting they will assist us. The Milton G. Bassin P.A.C has a nice big parking lot which will be free for us and the guest, this is why we came to the conclusion that York College the Milton G. Bassin P.A.C will be the perfect venue for our production.

### C. Production Description

1. **Completion Criteria** - All RPY's staff must be at the venue 2 day before show time to set up. Performers are required to be there 2 days before opening day to rehearse and to adjust their costumes if needed. Scenery will be put together at the venue after load in. We have the space for 4 days; load in will be day 1, day 2 will be sound, lighting, costumes and rehearsals. Day 3 and 4 is show time, after the final show which should be around 10:00pm, we will strike.
2. **Risk Assessment** - The stage must be kept clean and dry before and after performance. Cables must be out the way so no one will trip, loose cables should be tack with gaff tape. All lights or anything hanging should have safety cable attached to them in case something come loose, the cables will prevent them from falling and injuring someone. All exits must be clear at all times.
3. **Constraints** - There will be 1 day for load in and the show starts at 12pm 2 days later. Right after the final show RPY must strike.
4. **Dependency Linkages** -Must be on time and finish with tec and rehearsals before opening day. I advise everybody to plan ahead on which order your task will be and to set a time goal. May 3, 2018 is opening day and everything must be finished by then.
5. **Impacts** - Everybody knows everybody part, so if someone for whatever reason can't perform we are covered, it's just some people will have multiple parts to play. The show will go on no matter what.
6. **Measures of Project Success** - Satisfaction from the crew, performers and guests. People will leave with smiles on their faces with no worries and a positive attitude.

## **D). Deliverables**

1. A venue for our show
2. transportation for the performers and staff
3. Free Parking
4. Food
5. Scenery
6. budget
7. Personnel to run the Show
8. Walkthrough

## **E). Project Description**

**SCOPE:** Provide the Death of a Salesman and its other requirements such as transportation for the artists, their meal, and technical needs.

### **COMPLETION CRITERIA:**

- Compatibility of the chosen Venue with the show rider
- Must not exceed total budget limit
- Compatibility of the chosen transportation, meal and snacks with the show rider
- Tech personnel shall be effective

### **RISK ASSESSMENT:**

1. No venues are available that are compatible with the show rider.
2. IF the venue is well compatible, the cost could exceed budget the limit.
3. IF the budget exceeds the limit, we might not be able to provide other needs.

### **CONSTRAINTS:**

- Chosen venue admin is not responding to the email
- Limited time for meetings
- Team members are not always available to meet (because of a hectic schedule)
- no knowledge about which kind of backdrop to provide
- budget management (in terms of labor hours for personnel)

### **DEPENDENCY LINKAGES:**

- Venue admin must respond to the email to setup a schedule before visiting
- We are not able to predict if we would need to hire separate house tech personnel until we know details about the venue's rental package; if sound engineers, etc are included.
- We are not able to predict if we would need to rent a parking space until we find out about the venue's parking policy or if they have their own parking space for a show's production team.

### **IMPACTS:**

- Choosing another venue

### **MEASURES OF PROJECT SUCCESS:**

- "Approve", "Disapprove", or "Tolerable" ASSUMPTIONS:
- Site Survey checklist is strictly for venue requirements
- Venue Visit must be as early as possible

- Even before we pick a venue, we must start on managing the budget (choosing which food and snacks to buy and which vehicle company we should rent from)

**CRITICAL SUCCESS FACTORS:**

- The cost of the venue will not be too expensive but is perfect based on the show rider’s requirements.
- The budget will be well managed (does not exceed limit)
- Team members will be cooperating as one and put in extra effort

**ROLES AND PROJECT STAKEHOLDERS:**

Identify stakeholders by role.

Name	Role
Rodney Yarbrough	Project Owner
Kia Yarbrough	Project Manager
Kenneth John	Team Member
Oscar Jones	Team Member
Danielle John	Team Member

**F). PROJECT APPROACH**

1. Read and understand the show riders
2. assign tasks to each member based on the rider’s requirements team meeting
3. during the meeting, assess all information gathered by each (including possible venues, how much are the expenses so far, etc)
4. choose the “perfect” venue and schedule a visit
5. create a site survey checklist
6. visit the venue (take pics etc)
7. record all necessary data for the report including additional budget expenses and specs/information of the venue showing why it’s the perfect one
8. team meeting (to finalize ALL data and organize)
9. Submission of the report

## G). Project Estimates

<b>H) Project Milestone</b>	<b>Estimates Dates</b>
Hire Designers and production staff	3/1/18 – 3/2/18
Meeting with Designers and production staff	3/3/18 – 3/5/18
auditions	3/17/18 – 3/24/18
Scenic and costume deadlines	3/12/18 – 4/12/18
Meeting with the Milton G, Bassin PAC	3/31/18 – 3/31/18
Budget estimates due	4/2/18 – 4/7/18
Sound and lighting estimates due	4/10/18 – 4/17/18
Rehearsals	4/3/18 – 4/30/18
Light, video and sound plots due	4/20/18 – 4/27/18
equipment Load in	5/1/18 – 5/1/18
sound and lights	5/1/18 – 5/1/18
load props and wardrobe	5/1/18 – 5/1/18
cue to cue	5/2/18 – 5/2/18
stumble through	5/2/18 – 5/2/18
Designers Run Through	5/2/18 – 5/2/18
dress rehearsal	5/2/18 – 5/3/18
start of show	5/3/18 – 5/4/18
last run date	5/4/18 – 5/4/18
strike	5/4/18 – 5/5/18

**I). Resource Requirements – Team and Support Resources**

Personnel Resource Types	Quantity
Venues information (pre)	2
Show rider	1
Info on the transportation means (which company and how much)	1
Site survey checklist	1
Venue schedule and information	2
Info on Food and other items	1
Pictures	10
Total budget chart	19

**Estimated Cost**

<b>Materials build and paint</b>		<b>Break down chart</b>	
scenic and paint		total	\$5,013.86
<b>Build Labor</b>	<b>Man hours</b>	<b>Break down chart</b>	
Total labor	1898.6	total cost	\$37,972.00
<b>Materials Electrics/AV</b>	<b>Man hours</b>	<b>Break down chart</b>	
total	0	total	\$1,992.26
<b>Electrics/AV labor</b>	<b>Man hours</b>	<b>Break down chart</b>	
Total labor	5,588.00	total cost	\$5,588.00
<b>Costumes</b>		<b>Break down chart</b>	
total	0	total	\$1,012.94
(Subtotal)			
<b>Costumes labor</b>	<b>Man hours</b>	<b>Break down chart</b>	
Total labor	8,349.00	total cost	\$8,349.00
<b>Costumes labor</b>	<b>Man hours</b>	<b>Break down chart</b>	
Total labor	5.50	total cost	\$1,452.00
Subtotal	<b>not included in totals due to salary status</b>		
Totals		Break down chart	<b>Fill-in</b>
Total materials			<b>8,019.05</b>
<b>Total man hours</b>	<b>15835.6</b>		
Total labor cost			<b>53,361.00</b>
		<b>Total cost</b>	<b>\$61,380.05</b>

**J). Project Controls:**

1. **Weekly status report:**
2. **Risk Management:** There will be public safety through the venue if an incident should accrue.
3. **Issue Management:** If issue should accrue, we will fix the problem ASAP.
4. **Change Management:** If any changes, we will notify as soon as it happens so there won't be any confusing.
5. **Communication Management:** All communication should be towards the manager and take notes to share with everybody.
6. **Authorization**

ITEM	Will be approved by
Scope Statement	Project Manager
Project Changes	Project Owner
Project Deliverables	Project Owner Project Sponsor Key Stakeholder

**K). Scope Statement Approval Form/Signatures**

**Scope Statement Approval Form**

**Project Name:** RPY Entertainment presents Death of a Salesman

**Project Manager:** Rodney Yarbrough

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the project manager and the project sponsors on the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Scope Statement and agree.

Name Signature Date

Name	Signature	Date
Rodney Yarbrough	RY	4/26/18

The signatures of the person above relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Project Scope Statement.