



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY

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Wedding planning risk identification and Analysis

Project progress monitoring

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Project risk management

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Project Management

Wedding Planner Project

Risk Identification and Analysis

Introduction:

Risks are an integral part of every project. Some risks are bound to become problems, such as executing a project during vacations and having to plan the project schedule. But there are many risks in any given project which, if unverified, can be unwelcome surprises for you and your team.

This is where the risk management plan comes in, to help mitigate risks before they turn into problems.

Creating a business continuity risk management plan is essential to ensuring that management is making the right decision. Often there are business plans that seem like a tremendous idea but during implementation, unforeseen issues occur that ultimately harm the future of the business.

Large organizations have dedicated risk management personnel whose sole focus is on potential risks, but smaller organizations also need risk planning.

Larger organizations in general are able to survive a small problem, but a similar problem can ultimately bring a small business to a standstill. Thus, risk planning is more important for small businesses than planning for larger risks.

The **“risk mitigation” planning process is defined** as the process of developing options and actions to enhance opportunities and reduce threats to the objectives of the project. **Whereas implementation of "risk mitigation" is defined as the process** of implementing risk mitigation measures.

Monitoring progress in risk mitigation includes identifying new risks, tracking identified risks, and evaluating the effectiveness of the risk process throughout the project.

Risk management has focused heavily on elements of management such as **schedule and cost**, and to a lesser extent on technical risks of small or well-defined projects. However, larger and more complex projects and environments have increased uncertainty about the technical aspects of many projects.

To increase the likelihood of project results to be successful, the systems engineer and project manager must be actively involved in all aspects of risk management, as risk management lies at the intersection of the project functions performed by the systems engineer and project manager.

Literature Review

- In this study, an XP method, defined by the project management, was used. The wedding planner provided messages and reminders between the team management and the clients. This is the requirement of how to communicate wedding events and projects between the wedding planner and the client. The application shows several things that can be deduced. Using a wedding planner for a wedding planner web application especially the bride and groom can easily manage wedding preparation. This will be the bridge between both users to keep the project effective and efficient on time.[3]

- In this study, a waterfall methodology that was used to develop the system, which is one of the categories of rapid application development, is proposed. The team has managed to solve the problem faced by the current couples who are planning a wedding, meanwhile, this software provides many advanced features for wedding planners.[4]

Methodology

- Documentation of my role in managing the wedding planner project
- How to manage your wedding project!

A project is a temporary task that has a unique outcome with a beginning and an end, and because projects have a life cycle, they all go through a series of phases, that includes determining the need from the project, planning and design, executing, monitoring and controlling resources to achieve specific goals

Risk Management

➤ What is risk management?

In the most basic terms possible, a risk management plan is a document used by project managers to identify potential risks to the project, estimate the impact and the probability of them happening, and then define responses.[1]

It can be said that managing risks, whether positive or bad, is one of the most important parts of a project. It is a pillar of project management that deals with managing the expected impacts on your project. If the conditions for a risk that are over the limit are met, it could jeopardize your entire project. There are usually many risks to the project and not just one risk, as these risks require evaluation and discussion with stakeholders.

This is why risk management should be a proactive and interactive process of identifying, analyzing and responding to risks that emerge over the life of the project. It's something that happens at the start of a project and throughout the entire project life cycle, ensuring that nothing outside of the selector appears.[2]

Elements of a risk management plan

There will be risks surrounding your project because this is exactly the nature of project management. But it is always best to have a risk management plan in place.

Where the risk management plan for the project includes several elements, the most important of which are

- **Step 1: Identify the Risk**

We mentioned earlier that we are working on managing the wedding planner project, and we also mentioned that the wedding day is one of the most important days that you have always dreamed of in your life. We have reserved the ideal location for the wedding and the most beautiful place for the ceremony, and we have also made sure to implement all the details for this day, so it was necessary that all the requirements of this day go smoothly and organized. However, not all things can be perfect. An out of the ordinary problem can occur.

On an important day like your wedding day, you have to be in control of everything. Leaving your guests in charge of their own transportation puts the entire wedding ceremony at risk.

Here are the five most prominent wedding day risks you are taking by not booking professional transportation for you and your guests:

- 1. Falling Behind Schedule**

Guests are not on your schedule but you are on time. You can inform them of the exact arrival time, and plan to increase the time as a buffer. However, there will be people who are late. Of course, the entire wedding ceremony will be delayed.

2. Loss of guests

When guests travel from all over the country, they may not be aware of the wedding area. This could cause you to be late for an hour or more.

3. Missing family members at the party

There are friends and family outside the country who want to be present at your wedding, and you put a lot of effort into ensuring that they are there on your special day. If their travel arrangements are left to chance, there is a possibility that one or more of your closest guests will be stopped or suspended in stalled traffic, which leads to Losing some or all of your special day.

4. Remember your wedding day as boring

In fact, your wedding day is planned out perfectly, and the fun and excitement are scheduled from start to finish. Unfortunately, if an hour or more is spent waiting for a loved one to arrive late, the rest of the guests will be bored of waiting for long periods of time, and will remember that boredom weeks and years after the wedding.

5. Your car broke down on your wedding day!

After the wedding was held beautifully and successfully, where everything went according to plan, the car of the bride and groom, which was transferred to them after the ceremony was completed, broke down, and it would be tragic if the car did not start.

Also, one of the most important risks:

- 6.** Too many unexpected guests
- 7.** Unexpected bad weather
- 8.** Blackouts
- 9.** An accident such as a fire or a traffic accident
- 10.** Not budgeting correctly and the cost of an unexpected increase
- 11.** Not attending the music band
- 12.** The absence of one of the team members

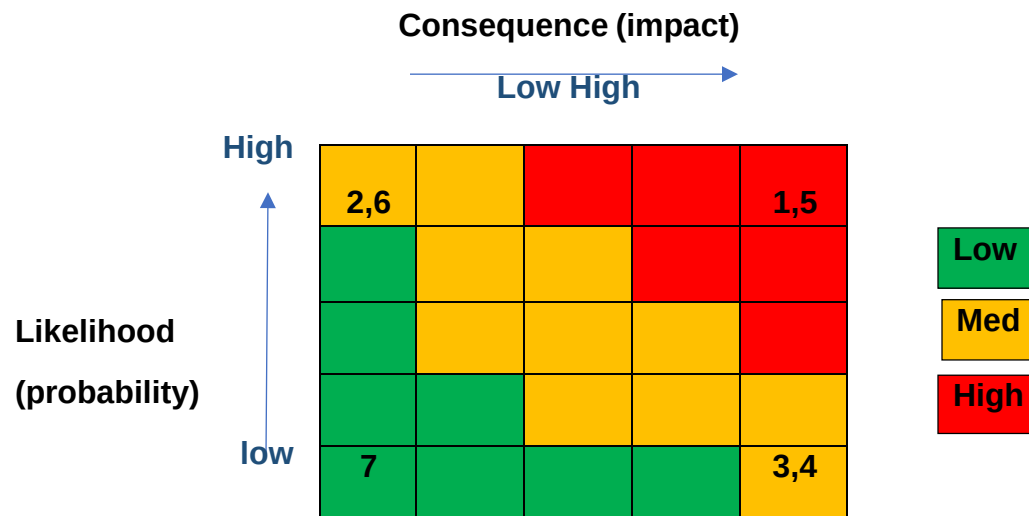
- 13.** Photographer delayed
- 14.** Delayed food orders
- 15.** Last-minute arrangements
- 16.** Important people are late
- 17.** Damage to your wedding dress
- 18.** Damage to the groom's clothes

A list of the most important risks that may occur and that greatly affect the wedding:

- 1. Not budgeting correctly and the cost of an unexpected increase
- 2. Important people are late
- 3. Unexpected bad weather
- 4. Too many unexpected guests
- 5. The absence of one of the team members
- 6. Damage to your wedding dress
- 7. Blackouts

Step 2: Map Out Impact Versus Likelihood (risk matrix)

Likelihood and Consequence Risk →



Important risks	Likelihood	Consequence
1. Not budgeting correctly and the cost of an unexpected increase	high	high
2. Important people are late	high	low
3. Unexpected bad weather	low	high
4. Too many unexpected guests	low	high
5. The absence of one of the	high	high

team members		
6. Damage to your wedding dress	high	low
7. Blackouts	low	low

✓ Step 3: Analysis of risk management

Impacts are defined as the consequences or impacts of a hazardous event on the objectives of the project. These effects can be either beneficial or harmful to the targets [3]. The impact of risk events on various project objectives can be determined in a qualitative and quantitative manner. These project goals are cost, schedule, quality, scope, health, safety, etc.

Objective	Low	Medium	High
Cost	< 10% increase	10 - 20% increase	20- 40% increase
Time	< 5% increase	5 - 10% increase	10- 20% increase
Scope	Minor requirements affected	Major requirements affected	Unacceptable reduction
Quality	Only demanding applications effected	Quality reduction requires sponsor approval	Unacceptable quality reduction

Table 1: Sample Impact

Risk probability, or likelihood, is the probability of a hazard event occurring. Probability can be expressed in a qualitative and quantitative manner. When discussing probability in a qualitative manner, terms like high, medium, low, etc. are used.

Likelihood	Description
Low	Will most likely not occur
Medium	Possible to occur
High	Likely to occur

Table 2: Sample Probability

✓ **Step 4: Treat the Risk (Risks Processing)**

- Indicators or triggers that will be monitored to help identify risks as soon as possible

A key area of the risk management process that is often overlooked is the identification of triggers for risk assessment. Identifying risk drivers is an aid to predicting when a risk will occur. This means that responding to risks can be more than just reactive actions. These triggers - also called hazard symptoms, warning signs, or indicators - are an event or condition that alerts project managers or risk owners to whether or not there is a particular risk to the project's success. In pursuit of the successful implementation of your project goals, knowing what precedes risks and monitoring them is an invaluable strategy. As with identifying risks, identifying triggers for risk assessment also requires a thoughtful approach.

- If you have determined that high winds pose a potential hazard to the project site, an incoming storm could be a warning sign that a hazard event is imminent.
- If you have determined that intermittent electricity is a potential hazard to a project site, disconnecting the electricity could be a warning sign of an imminent danger.
- If you've decided not to attend a staff member that poses a potential risk to the project site, someone's delay could be a warning sign that a dangerous event is about to happen.

- If you've determined that close people who are late to the wedding pose a potential risk to the project site, losing their attendance could be a warning sign that a dangerous event is about to happen.

- Wedding Management Strategies

- Ensure that the staff will attend several hours before the wedding
- Ensure the date of the attendance of the wedding guests
- Make sure of a set budget
- Increase the extra time before starting the wedding ceremony in anticipation of any emergency
- Ensure the safety of the wedding venue in terms of (decorations, food, drinks, band, DJ and good lighting)
- Track weather conditions accurately
- Ensure the needs of the newlyweds in terms of clothes and make-up

✓ Step 5: Monitor and Review the Risk

Controlling risk is the longest stage in risk management. In this stage, the current risks and their drivers are tracked, determining when a release event occurred, determining whether any risks should be reassessed if you notice any changes in your risk landscape and conducting regular risk reviews.

During the risk monitoring process, the person tasked with monitoring the operator is responsible for promptly reporting any changes and initiating specific countermeasures. Not all risks can be avoided, but their effects can be mitigated if appropriate measures are taken in sufficient time. This is the goal of monitoring risks by monitoring their triggers: responding proactively to potential risks in a way that keeps your schedule and budget on track.

Results and Discussion

The wedding ceremony has been organized, the opinion of the newlyweds was positive and this is what we expected, as all wedding requirements were professionally implemented and organized, and the wedding project management was successful.

Reference

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