



Getting Married Action Plan

Project Name:	Getting Married	Project #:	1
Project Manager:	Carol	Project Sponsor:	NA
Project Objective:	To get married in a efficient, low stress, and happy fashion		
Project Start Date:	March 15	Projected Finish Date:	October 17

What	Who	When Due	Comments / Constraints / Resource Needs	Status
Determine Objective(s)				
Discuss situation	Carol & Don	3/30		
Identify options	Carol & Don	3/30		
Perform a cost benefit feasibility analysis	Carol & Don	3/30		
Decide to get married	Carol & Don	3/30		
Get rings	Carol & Don	4/15		
Determine Date				
Prepare for date selection by checking out family schedules, events, etc.	Carol & Don	4/1		
Select a set of target marriage date options.	Carol & Don	4/3		
For each target date option, see what marriage and reception locations are available.	Don	4/5		
For each target date option, see what preachers or priests are available.	Don	4/7		
For each target date option, see what family and friend constraints exist	Carol & Don	4/10		
Select a date	Carol & Don	4/14		
Put together a "save the date" card and send to the key group that informs people				
Plan Events and Lock in Key Things				
Arrange and lock in location, preacher	Carol & Don	4/17		
Arrange for a photographer	Don	5/14		
Arrange music for wedding and reception	Don	5/15		
Determine ceremony details	Carol	7/1		
Identify wedding ceremony participants (best man, brides maid, etc.)	Carol & Don	7/7		

Ask desired participants to be in the wedding.	Carol & Don	7/8		
Communicate to Family and Friends				
Develop a script and identify time and place to tell kids	Carol & Don	4/15		
Develop a communication plan for family and close friends to ensure they keep the date open.	Don	4/16		
Start to execute the communication plan	Carol & Don	4/18		
Tell kids what is happening and ask for their input	Carol & Don	4/18		
Ask family and friends to keep the wedding day open	Carol & Don	4/20		
Work the Plan Details				
Select invitation style, format, etc. and order	Carol	6/6/98		
Select thank you card style, format, etc. and order	Carol	6/6/98		
Determine guest lists for Dinner, Wedding, and Party	Carol & Don	6/12		
Send invitation & no gift request note.	Carol	6/15		
Couple picture, newspaper announcement	Carol	6/1/98		
Arrange witnesses	Carol	7/31		
Determine clothes	Carol	8/31		
Determine things that need to be done to get a marriage license (blood test, fee, etc.)	Carol	8/15		
Get marriage license	Carol & Don	9/10		
Identify food menu options and choose what will be served at wedding dinner at RiverEdge	Don	9/14		
Arrange cake	Carol	9/14		
Determine RiverEdge decorations	Carol	9/21		
Arrange for someone to decorate the RiverEdge	Carol	9/22		
Marriage Events – Dinner, Ceremony, Party, Honeymoon				
Pre Wedding Dinner	Carol & Don	10/16		
Get married	Carol & Don	10/17		
After ceremony Party	Carol & Don	10/17		
Honeymoon	Carol & Don	10/18		
Post Honeymoon				
After the wedding, send thank you cards to participants who assisted, provided gifts, etc.	Carol	TBD		
Pay the bills	Don	TBD		
Review and Evaluate	Carol & Don	TBD		
Revision Date:	3/30			



Household Merge Action Plan

Project Name:	House Hold Merge	Project #:	2
Project Manager:	Don	Project Sponsor:	Don and Carol
Project Objective:	To create one household from two in a systematic fashion and dispose of duplicates or unneeded items efficiently.		
Project Start Date:	5/2	Projected Finish Date:	12/31

What	Who	When Due	Comments / Constraints / Resource Needs	Status
				C - Complete U - Underway P - Pending
Determine house needs	Don	5/2/98		
Decide whether to buy used or build new	Don	5/2/98		
Determine household items need:	Both	5/9/98		
Inventory household items at Carol's	Carol	6/13/98		
Inventory household items at Don's	Don	6/13/98		
Compare household item lists & ID duplications	Both	6/20/98		
Determine what to do with duplication:	Both	6/20/98		
Evaluate desire to keep the remaining	Both	6/20/98		
Determine what to do with undesirable	Both	6/20/98		
Start getting rid of stuff	Both	6/21/98		
Close house deal	Both	10/1/98		
Move in household items	Both	10/10/98		
Finalize move	Both	10/18/98		
Clean both old places	Both	10/22/98		

Revision Date:	3/30
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