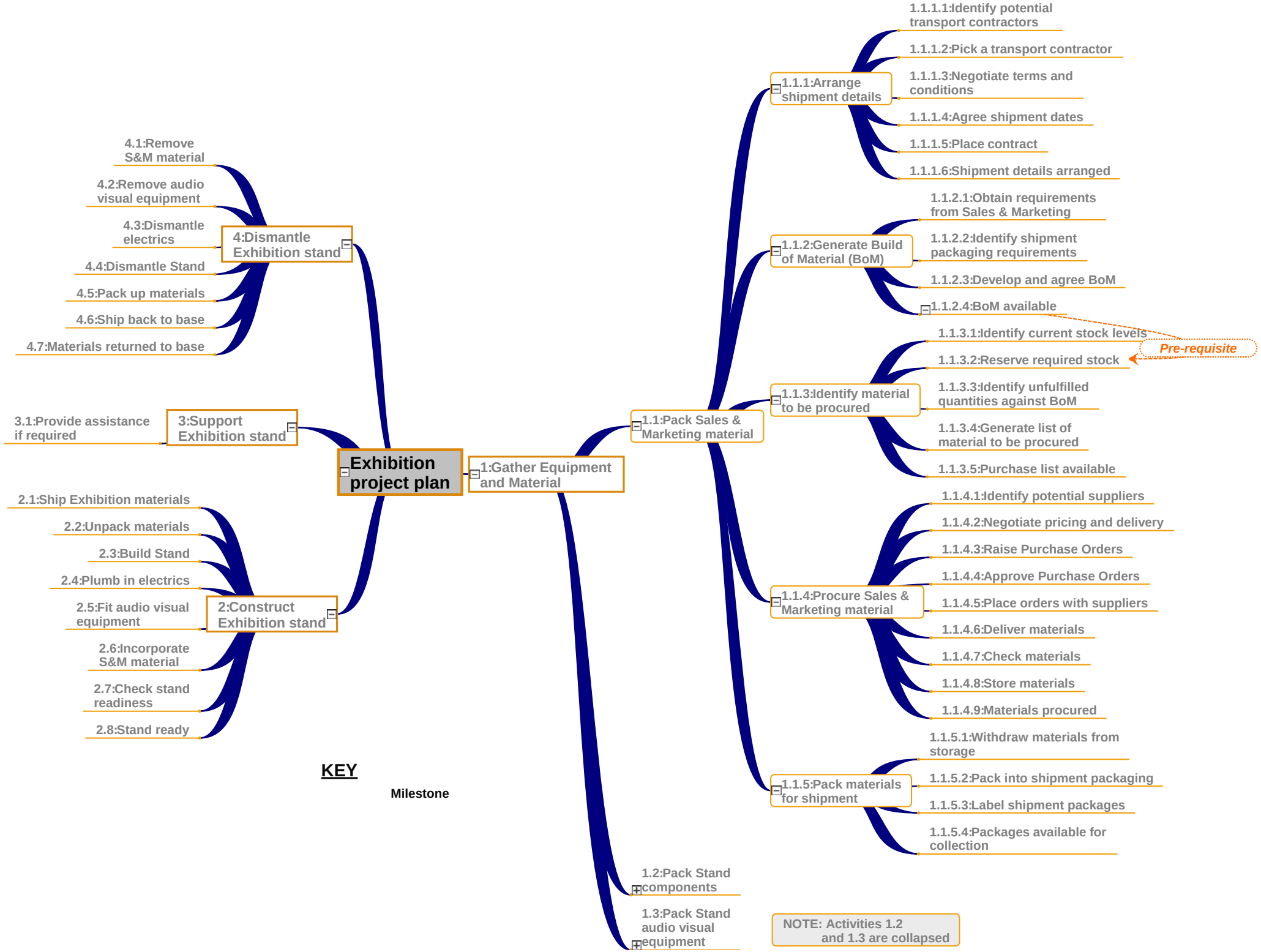
Exhibition project plan
1:Gather Equipment and Material
1.1:Pack Sales & Marketing material
1.1.1:Arrange shipment details
1.1.1.1:Identify potential transport contractors
1.1.1.2:Pick a transport contractor
1.1.1.3:Negotiate terms and conditions
1.1.1.4:Agree shipment dates
1.1.1.5:Place contract
1.1.1.6:Shipment details arranged
1.1.2:Generate Build of Material (BoM)
1.1.2.1:Obtain requirements from Sales & Marketing
1.1.2.2:Identify shipment packaging requirements
1.1.2.3:Develop and agree BoM
1.1.2.4:BoM available
Pre-requisite
1.1.3:Identify material to be procured
1.1.3.1:Identify current stock levels
1.1.3.2:Reserve required stock
1.1.3.3:Identify unfulfilled quantities against BoM
1.1.3.4:Generate list of material to be procured
1.1.3.5:Purchase list available
1.1.4:Procure Sales & Marketing material
1.1.4.1:Identify potential suppliers
1.1.4.2:Negotiate pricing and delivery
1.1.4.3:Raise Purchase Orders
1.1.4.4:Approve Purchase Orders
1.1.4.5:Place orders with suppliers
1.1.4.6:Deliver materials
1.1.4.7:Check materials
1.1.4.8:Store materials
1.1.4.9:Materials procured
1.1.5:Pack materials for shipment
1.1.5.1:Withdraw materials from storage
1.1.5.2:Pack into shipment packaging
1.1.5.3:Label shipment packages
1.1.5.4:Packages available for collection
1.2:Pack Stand components
1.3:Pack Stand audio visual equipment
NOTE: Activities 1.2 and 1.3 are collapsed
2:Construct Exhibition stand
2.1:Ship Exhibition materials
2.2:Unpack materials
2.3:Build Stand
2.4:Plumb in electrics
2.5:Fit audio visual equipment
2.6:Incorporate S&M material
2.7:Check stand readiness
2.8:Stand ready
3:Support Exhibition stand
3.1:Provide assistance if required
4:Dismantle Exhibition stand
4.1:Remove S&M material
4.2:Remove audio visual equipment
4.3:Dismantle electrics
4.4:Dismantle Stand
4.5:Pack up materials
4.6:Ship back to base
4.7:Materials returned to base
KEY
Milestone