

WBS Spreadsheet

Milestone	Task ID	Task	Owner	Duration	Notes
Project Management	1.1	Develop Project Proposal	Students (Organizing Team)	5 days	Prepare and submit proposal for approval
	1.2	Define Objectives & Scope	Students & Faculty	3 days	Clarify goals and project boundaries
	1.3	Identify Stakeholders	Students	2 days	Identify key participants and responsibilities
	1.4	Approvals & Permissions	Department Administration	2 days	Obtain departmental approval
Vendor Management	2.1	Identify and Shortlist Vendors	Students	4 days	Research local food businesses
	2.2	Send Invitations & Confirmations	Students	3 days	Contact and confirm vendor participation
	2.3	Collect Vendor Requirements	Students	2 days	Gather info on stalls, utilities, etc.
	2.4	Prepare Vendor Portfolio	Students	3 days	Compile vendor details and menus
Venue & Logistics	3.1	Select and Book Venue	Logistics Team	2 days	Reserve departmental area
	3.2	Design Stall Layout Plan	Students	3 days	Plan stall placements and crowd flow
	3.3	Arrange Setup & Utilities	Logistics Team	4 days	Provide tables, chairs, and connections
	3.4	Manage Waste & Cleanliness	Logistics Team	2 days	Coordinate with cleaning team

	3.5	Ensure Safety & Crowd Control	Security & Admin	2 days	Safety protocols and crowd management
Marketing & Promotion	4.1	Design Posters & Flyers	Marketing Team	3 days	Create visual materials
	4.2	Launch Social Media Campaign	Marketing Team	5 days	Promote on digital platforms
	4.3	Campus Promotion Drive	Students	3 days	Distribute flyers and engage students
	4.4	Coordinate Media Coverage	Media Team	2 days	Arrange photo and media coverage
Student & Volunteer Management	5.1	Recruit Student Volunteers	Organizing Team	3 days	Enlist students for event help
	5.2	Train Volunteers	Faculty & Organizers	2 days	Conduct briefing sessions
	5.3	Prepare Assignment Sheet	Organizing Team	2 days	Assign roles and time slots
	5.4	Manage Volunteers During Event	Organizing Team	1 day	Supervise and coordinate volunteer work
Feedback & Reporting	6.1	Collect Feedback	Students	2 days	Gather feedback from vendors and visitors
	6.2	Analyze Data	Students	2 days	Summarize responses
	6.3	Prepare Reflection Report	Faculty & Students	2 days	Write post-event analysis
	6.4	Present Results	Students	1 day	Present findings and recommendations