

## HOUSEKEEPING PROJECT IN BEST PRACTICE IN EVENT PLANNING

### Purpose of the Project

- This project will assist you, your department, and your Hotel to be ready to host the 2010 World Cup event.

### Requirements for the Project

- You are required to complete the following project which integrates many of the factors which were covered at the H.A.S.A Conference.
- The project will be conducted in your workplace and you will be required to work in conjunction with your Housekeeping Team and your Management Team.
- The deadline dates and submission criteria are as follows:

#### Deadline dates for the submission of your Project:

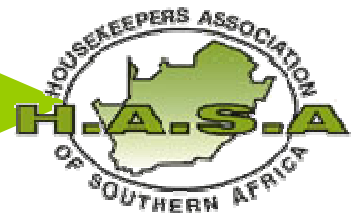
Part 1: Implementation Plan : 30<sup>th</sup> November 2009  
Part 2: Implementation Plan actioned : 31<sup>st</sup> May 2010

#### Details for the submission of your Project:

Postal Address : PO Box 32248  
Kyalami  
1684  
E-mail : [h.a.s.a@mweb.co.za](mailto:h.a.s.a@mweb.co.za)  
Fax : 086 685 8344

### Specific Outcomes

- The following outcomes will be covered whilst completing this project:
  - Gather and analyse information to ensure accurate planning
  - Plan for an event
  - Identify and procure supporting resources required
  - Action all outcomes identified during the planning cycle
  - Motivate and Lead effectively
  - Co-Ordinate functions with the appropriate departments within the Organisation
  - Host a successful event



## Critical outcomes

- The following critical outcomes will be addressed whilst completing this project:
  - Identifying and solving problems
  - Working effectively with others
  - Organising and managing oneself
  - Collecting, analysing, organising and evaluating information
  - Communicating effectively
  - Raising your individual Personal branding

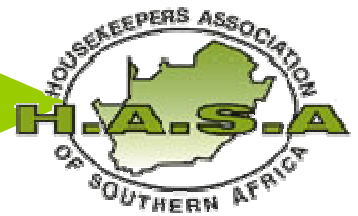
## Project Requirements

The project must be conducted as follows:

1. Conduct a Gap analysis of your department relating to your readiness to host the 2010 World Cup soccer. Take all aspects of your department into consideration. A few examples are as follows:
  - a. Staffing
  - b. Pro-active procurement
  - c. Suppliers – Laundry, amenities, chemicals etc
  - d. Par stocks
  - e. Sports team requirements
  - f. Security
  - g. VIPs and officials
  - h. Maintenance / Preventative maintenance
  - i. Controls
  - j. Systems

An example of a gap analysis is as follows:

ITEM	CURRENT STATUS	REQUIRED STATUS	ACTION PLAN (LINKING IN WITH SECTION 3).
e.g. Staffing	70% average monthly occupancy. 3 permanent staff 6 casuals used per day	2 teams staying at our Hotel therefore 100% occupancy over full period.	6 additional casuals required from outsourced partner.



2. Put an implementation plan together of what actions you will put into place and action prior to the event. A few examples are as follows:
  - a. Resources
  - b. Budgets
  - c. Meetings
  - d. Policies and procedures
  - e. Training of staff
  - f. Deadlines
  - g. Consultation with Management
  - h. Endorsements from your Management Team

Action Plan	How will this be achieved	By whom	By when
e.g. 6 additional casuals required from outsourced partner.	Ask outsourced partner to start training additional staff	Housekeeper to work in conjunction with outsourced partner	End of April 2010

3. Get your Management team to sign off your Implementation plan and submit this to Simone Lobetti.
4. Once you have actioned all the areas mentioned in your implementation plan you will need to submit a detailed report of your actions and results by May 2010 to Simone Lobetti at the details above.
5. If you are found to be competent in event planning you will be issued with a certificate for Housekeeping Best Practice in Event Planning from H.A.S.A

**Good Luck!**