

# Tool 3-Project Celebration Wizard Guidance

The Project Celebration Wizard is here to help you design a perfectly tailored and memorable event to honor your team's hard work and success. Just answer the six questions below!

## Step 1: The Victory & Its Scope

This section determines the scale and significance of your project and the team involved.

Question	Options (Select One for Each)
<b>1. Project Significance:</b> How important was this achievement?	A. Major success (Exceeded goals, highest priority, huge client win). B. Solid milestone (On-time, on-budget, great work ethic). C. Just finished (Relief, happy to close the book, standard workload).
<b>2. Team Size:</b> How many people are we celebrating?	A. Small (1-5 core members). B. Medium (6-20 members/multiple functional teams). C. Large (20+ members or entire department/organization).
<b>3. Project Intensity:</b> What was the working pace like?	A. Grinding Marathon (Long hours, high stress, sustained effort). B. Quick Sprint (High intensity, short duration, focused effort). C. Standard Workflow (Steady pace, professional, minimal unexpected stress).

## Step 2: Resources & Vibe

This section defines the practical boundaries and the desired feel of the celebration.

Question	Options (Select One for Each)
<b>4. Budget/Person:</b> What's the approximate budget per person?	A. Low (\$10 - \$25). B. Moderate (\$25 - \$75). C. High (\$75+).
<b>5. Preferred Setting:</b> Where should the celebration happen?	A. In-Office / Virtual (Convenient, minimal travel). B. Off-Site / Restaurant (Classic, formal dinner or casual gathering). C. Activity-Based (Experience, physical activity, unique event).
<b>6. Desired Vibe/Tone:</b> What's the main goal of the event?	A. Low-Key Gratitude (Thank you, quick recognition, back to work). B. Energetic Party (Fun, celebratory, decompression). C. Professional Recognition (Formal praise, skill acknowledgment, career focus).

# Project Celebration Plan (Recommendation)

Based on the logic of your choices, here is a tailored plan to celebrate your team.

Recommendation Area	Suggested Action	Rationale for Success
The Core Gift/Reward	(Fill in based on Q1 and Q4, e.g., If Q1=A & Q4=C, suggest Executive Dinner & Bonus).	This level of success and budget calls for a tangible reward that matches the accomplishment's significance.
Time of Day	(Fill in based on Q2, Q5, and Q6, e.g., If Q2=B & Q5=B & Q6=B, suggest Team Dinner with Open Bar).	Combining your team size, preferred setting, and desired vibe ensures maximum attendance and enjoyment.
The Key Moment	(Fill in based on Q1 and Q3, e.g., If Q1=A & Q3=A, suggest Individual Callouts Highlighting Specific Sacrifices).	For high intensity and major wins, recognition must be specific and heartfelt. Public acknowledgment boosts morale and validation.
The Follow-Up	(Fill in based on Q6 and Q3, e.g., If Q6=A & Q3=B, suggest A Half-Day of Mandatory PTO in the following week).	A good celebration should also incorporate rest and reflection, turning celebration into a recharge strategy for the next sprint.

## Example Plan Generation Logic

Scenario: You select Major Success (Q1A), Medium Team (Q2B), Grinding Marathon (Q3A), High Budget (Q4C), Activity-Based (Q5C), and Energetic Party (Q6B).

Recommendation Area	Suggested Action	Rationale for Success
The Core Gift/Reward	Full-Day Off-Site Retreat with Skill-Based Workshop & Evening Social.	The high budget and major success warrant a dual-purpose event: skill development (Q6C element) and deep decompression (Q3A).
The Event Type	Indoor Skydiving or Escape Room followed by a Catered Event Space.	This meets the activity-based setting (Q5C) and is scaled perfectly for a medium team (Q2B) seeking an energetic (Q6B) team-building experience.
The Key Moment	A Leadership Speech Acknowledging the "Grind" and Personalized Thank-You Gifts.	Acknowledge the sacrifice (Q3A) publicly, then reinforce the message with a tangible, high-value gift (Q4C) tailored to the individual.
The Follow-Up	Post-Project "Quiet Week" with Limited Meetings.	A Grinding Marathon (Q3A) requires not just a party, but a commitment to future work/life balance.