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| **Harvard ManageMentor — PROJECT MANAGEMENT TOOLS** |
| *Worksheet for Developing High-Level Estimates* |
| *Use this worksheet to divide a complex activity into smaller tasks—a process known as Work Breakdown Structure (WBS). Once tasks have been broken down into smaller, more manageable units, estimate the time, costs, and skills needed to complete each task. These high-level estimates will inform your project plan. Use multiple pages as needed.* |
| **Description of the overall project:** |
| To fundraise approximately $600, educate the public about the cause of the educational garden, construct and complete the hardscape of the learning garden for the UF extension.  |
| **What is the smallest unit of time that you want to schedule?** *For example, if you want to schedule to the nearest day, you will need to break down work to the point where tasks take a day to perform.*  |
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| **Major Task** | **Level 1 Subtasks** | **Level 2 Subtasks** | **Level 2 Subtask** **Duration****(hours/days/weeks)** | **Level 2 Subtask** **Costs** | **Level 2 Subtask** **Skills Needed** |
| Fundraising approx. $600 to buy the materials for the hardscapes. | Getting food/drinks donated and find a place to hold the fundraiser at.  | Holding the fundraiser at Winndixie October 18th and 19th | Over 2 days Saturday and Sunday | None, everything donated. | Salesmanship, public speaking. |
| Getting the education and knowledge about the education garden out to the public | Obtaining the knowledge about the garden to be able to speak and educate on it. | Using the fundraiser as an outlet to educate and make the public aware of the cause. | Over 2 days Saturday and Sunday Oct. 18th and 19th | None. | Public speaking. |
| Buying the materials for the hardscapes. | Getting funds together. | Talking with a local store to see if we can get materials at cost or discounted.  | Hard to estimate. Could be several hours to days. | Approx. $600 | Negotiating, bargain shopping. |
| Constructing the hardscapes.  | Getting the materials and volunteers together. | Doing the actual construction of hardscapes. | Over a several day period. | None, time will be donated. | Teamwork, knowledge of building. |
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