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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:** Our overall project consists of completing Phase 1 of the UF Extension Service horticultural “Education Garden”. We are organizing fundraisers as well as constructing the hardscapes for the garden. |
| Team Name: UCF Green Team Team Member: Michell D. Warren |
| **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** |
| Meeting Minutes | Record Meeting Minutes | Attend weekly meetings with group and or client | 3/ week | $0 | Accuracy, Attention to detail, typing, PC, record keeping and communication |
|  |  | Track and document all pertinent information obtained and discussed at each meeting | 3/ week | $0 | Accuracy, Attention to detail, typing, PC, record keeping and communication |
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|  | Document Archival | Maintain all meeting minutes and documents for future reference | 1/ week | $0 | Organization and record keeping |
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| **Total**  | 7/ week | $0 |  |
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