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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:** | | | | | |
| Group Name: UCF Green Team Team Member: Peter Basak  The project consists of taking over the first phase of the UF Extension Service horticultural “educational garden.” Our group is organizing fund raisers and then constructing the hardscapes for the garden. | | | | | |
| **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.* | | | | | |
| Per Week. | | | | | |
| **Major Task** | **Level 1  Subtasks** | **Level 2  Subtasks** | **Level 2  Subtask**  **Duration**  **(hours/days/weeks)** | **Level 2  Subtask**  **Costs** | **Level 2  Subtask**  **Skills Needed** |
|  |  | Find out what website needs to accomplish | 1/7 weeks | 0 | Creative |
|  |  | Find out required info needed on website | 1/7 weeks | 0 | Research |
| Website | Plan Website | Plan out page layout | 1/7 weeks | 0 | Planning |
|  |  | Plan out content on each page | 1/7 weeks | 0 | Planning |
|  |  | Construct Home Page | 1 week | 0 | Website |
|  |  | Take pictures for website | 1 week | 0 | Picture Taking |
|  | Construct Website | Input content on each page | 1 week | 0 | Website |
|  |  | Proofread all pages | 1 week | 0 | Reading/  Spelling |
|  |  | Gather new files for uploading | 8 weeks | 0 | Communication |
|  |  | Input new content on site as it becomes available | 8 weeks | 0 | Website |
|  | Maintain/Update  Website |  |  |  |  |
|  |  |  |  |  |  |
| **Total** | | | 9 4/7 weeks | 0 | Creative, Research, Planning, Website, Picture, Communication, Reading |
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