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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:** |
| Building the foundations for the educational garden for the University of Florida Brevard County 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.*  |
| Schedule to the day |
| **Major Task** | **Level 1 Subtasks** | **Level 2 Subtasks** | **Level 2 Subtask** **Duration****(hours/days/weeks)** | **Level 2 Subtask** **Costs** | **Level 2 Subtask** **Skills Needed** |
| Breaking down the client blueprint for the garden. Purchasing required materials. Constructing garden to the clients specifications. | Interpreting client blueprints. Researching  | Interpret blueprint | .2 | $ 0.00 | None |
|  | required construction  | Research materials | .5 | $ 0.00 | Some construct-ion knowledge |
|  | materials.  | Research quantities | .5 | $ 0.00 | Same  |
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| Purchasing materials. Coordinating delivery of materials |
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|  |  | Ok amount required with client | .2 | $ 0.00 | None |
|  |  | Purchase materials from retailer | .2 | $ 1592.32 | None |
|  |  | Coordinate delivery | .2 | $ 100.00 | None |
|  |  | Rental of equipment  | .2 | $ 150.00 | None |
| Construction of hardscape |  | Create walkways | 2 | $ 0.00 | Operate equipment |
|  |  | Poor foundations for all free standing structures | 2 | $ 0.00 | Math  |
|  |  | Complete construction | 2 | $ 0.00 | Some construct-ion knowledge |
|  |  |  |  |  |  |
| **Total**  | 8 | $ 1842.32 |  |
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