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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:** | | | | | |
| The UCF Green Team is working in conjunction with the University of Florida’s Brevard County Extension Service to initiate an education garden. Our goal is to create community awareness of the project, raise funds to help purchase materials, and finally complete the hardscapes of the garden.  My overall role in the team is to keep open lines of communication between our group and the client. | | | | | |
| **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 | Contact client and ask if she has any ideas | If she does not, our group will find a(n) appropriate fundraiser(s) and let the client know | Duration of the fundraiser(s) should only be a few hours | None, if fundraiser (s) is(are) done properly | Communi-cation, ability to plan |
| Creating community awareness | Notify client we need brochures in order to raise community awareness | Pick-up brochures and materials from the client’s office | We will create community awareness at the fundraisers, so the duration will be the same as above | The cost of this task is simply our time-the client will provide the brochures and literature | Mingling with the community, ability to relay information |
| Building the hardscapes | Ask client have blueprints developed so we know how she wants the hardscapes built | Once the blueprints are done, distribute them to the team and help organize the acquisition of materials. Once the materials are purchased, we must put in the labor. | The duration of this task is continuous, up to weeks,  since the blueprints may need constant modifica-tion | Approxi-mately $2,000 | Ability to read blueprints, labor |
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