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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:** | | | | | |
| UCF Green Team is working with the UF Extension to help create community awareness about the services that they provide in addition to raising funds and building the hardscapes for an educational garden on their property. | | | | | |
| **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** |
| To have an ice cream fundraising event to raise money for the UF Extension | Supplies | Ice cream, soda, cups, and spoons. | 1 day | no cost  items were  donated |  |
|  | Location | secure a location | 1 day | no cost  location free | n/a |
|  | Volunteers | Assign specific times for team members to work | 1 day | no cost | good social skills |
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| To have a rummage/plant sale to raise money to UF Extension | Supplies | Tables, price tags, pens, bags, change | 1 day | $10 | n/a |
|  | Plants | Get plants donated from local nurseries | 1 day | no cost | Sales and good social skills. |
|  | Merchandise to sell | Obtain donations from UF Extension and our team to sell. | 1 day | no cost | n/a |
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| **Total** | | | 6 days | 10 | good social and sales skills |
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