HOMEWORK

THE Art & Science OF LEADING PROJECTS
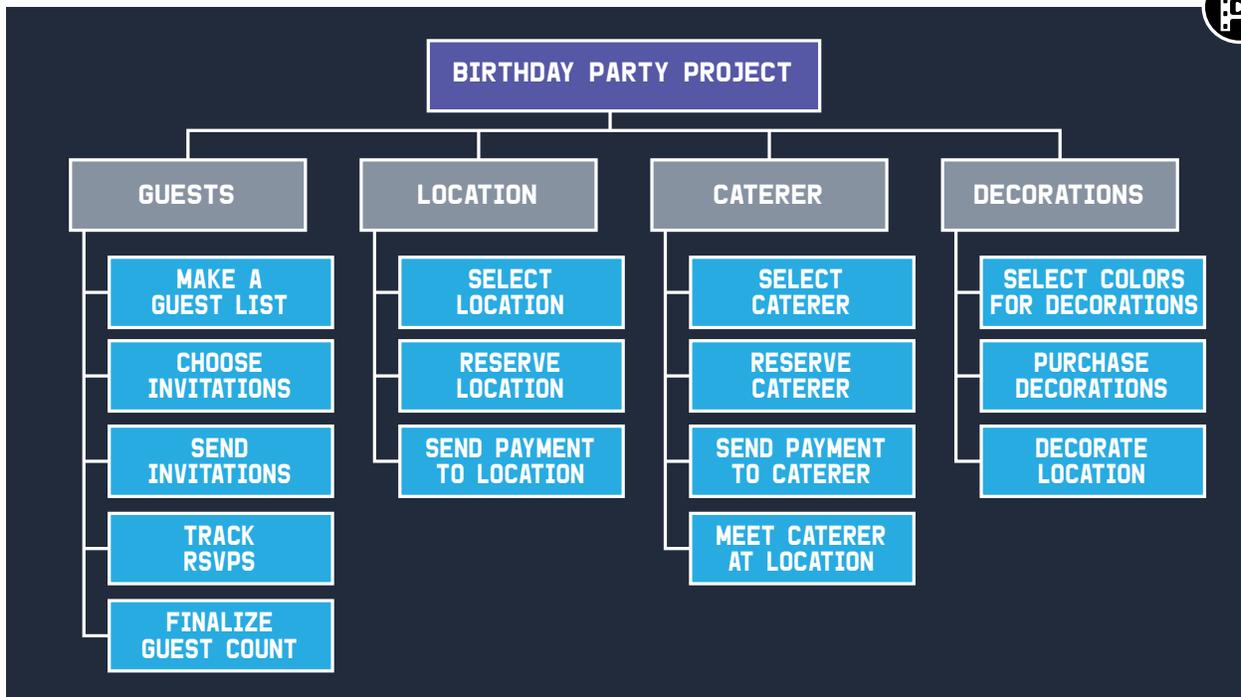
CREATING A WORK BREAKDOWN STRUCTURE

In Class #3, we talked about using a work breakdown structure (WBS) to get specific estimating tasks and subtasks on your projects. We've included the examples from class below so you'll have them handy for your assignment.

Feel free to take the traditional route and create a WBS by the book using boxes and arrows like example 1, or go with a list approach like example 2. The choice is yours!

BIRTHDAY PARTY PROJECT

GUESTS	LOCATION	CATERER	DECORATIONS
MAKE A GUEST LIST	SELECT LOCATION	SELECT CATERER	SELECT COLORS FOR DECORATIONS
CHOOSE INVITATIONS	RESERVE LOCATION	RESERVE CATERER	PURCHASE DECORATIONS
SEND INVITATIONS	SEND PAYMENT TO LOCATION	SEND PAYMENT TO CATERER	DECORATE LOCATION
TRACK RSVPS		MEET CATERER AT LOCATION	
FINALIZE GUEST COUNT			

Example 1 (Class 3 - 00:13:26)

WORK BREAKDOWN STRUCTURE:
Moving

2 BUY
Loan approval - **5 days**
Make an offer - **2 days**
Conduct inspection - **1 day**
Settlement - **1 day**

Total Time: 9 days

1 SEARCH
Decide on neighborhood - **1 day**
Find Realtor - **1 day**
Look on realtor.com **2 days**
In-person visits - **12 days**

Total Time: 16 days

3 MOVE
Hire movers - **1 day**
Pack boxes - **5 days**
Get new keys - **1 day**
Pay movers - **1 day**
Move - **2 days**

Total Time: 10 days

Example 2 (Class 3 - 00:15:14)

THE ASSIGNMENT

Okay, now that you have 2 solid examples, it's time to make your own WBS!

Pick a project—it could be something you're working on now, or make up a project just to try things out. Do whatever makes you comfortable, as long as you follow these rules:

1. Start by listing all project phases or high-level tasks.

2. Then list all possible subtasks for each project phase or task. (No subtask is too small when you're getting granular!)

3. Double-check your list of tasks and subtasks, just in case you forget something. (Bonus points for reviewing work you won't complete yourself with the person who will take on those tasks!)

4. Assign time estimates to each subtask using minutes, hours, days, or weeks. (Be realistic, and give yourself more bonus points for consulting with others at this stage.)

5. Add up your time to determine your total project estimate.

6. Run your final estimate by your team one last time to be sure you can be confident in your numbers.

Use the space below to sketch out your WBS, or create one in another format. There's no right or wrong way to do this. Just remember, practice makes perfect, so keep at it! You'll get kudos from TeamGantt if you post an image of your WBS in the class comments.