

HOMework

CLASS 03

HOW TO ESTIMATE
& SCOPE PROJECTS

THE
Art & Science
OF LEADING PROJECTS

ESTIMATING PROJECTS IN  teamgantt

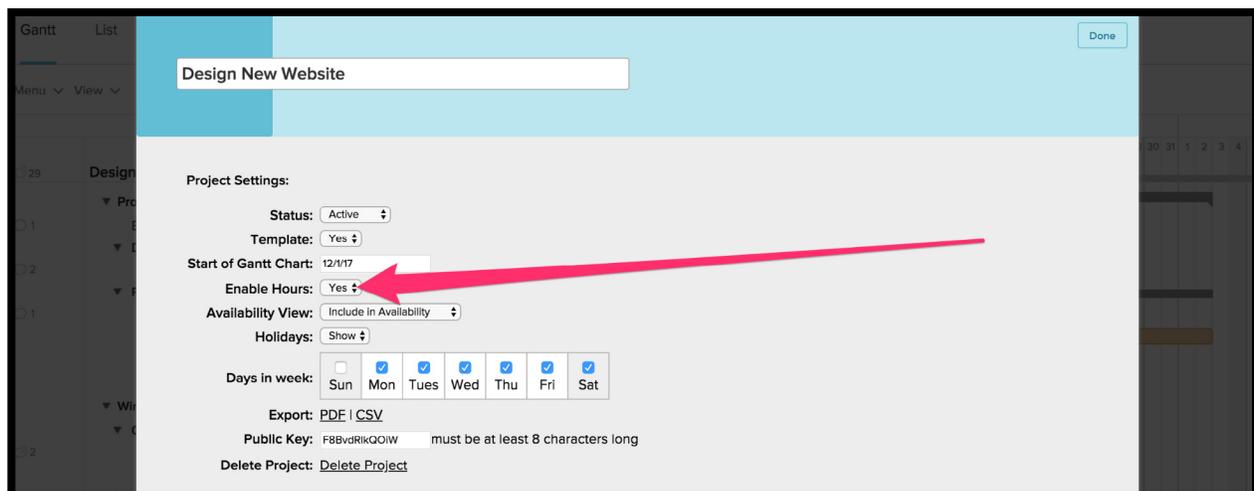
We can't say it enough: Practice makes perfect! And that's just what this homework assignment is meant to do.

Before you estimate a project in TeamGantt, we suggest taking a couple of spins creating a work breakdown structure, just so you get comfortable with listing tasks and subtasks. But if you're ready to jump straight into TeamGantt, go for it!

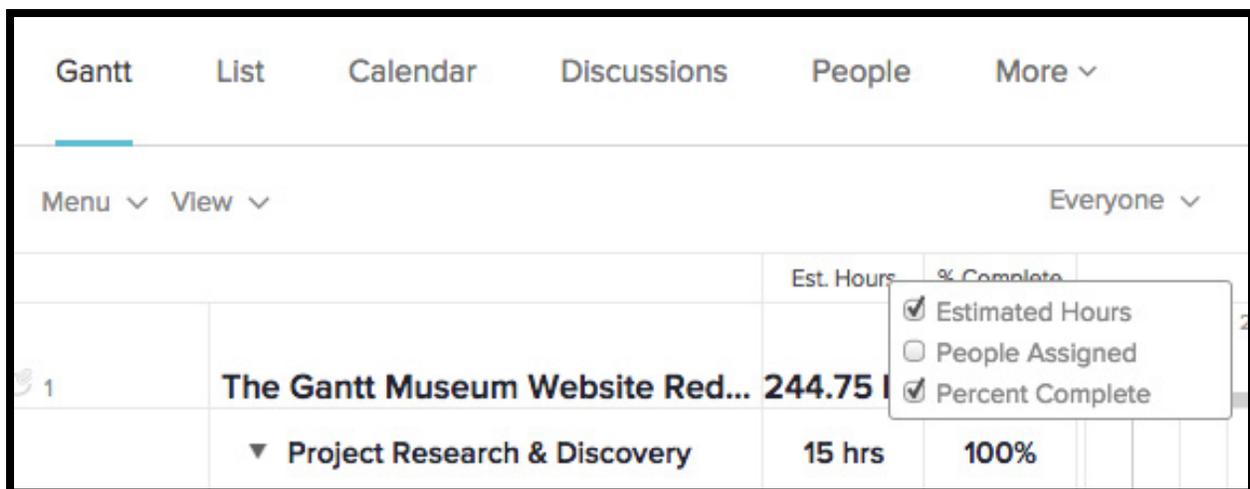
THE ASSIGNMENT

You'll need a TeamGantt account to complete this homework assignment. Don't have one? [Sign up for free today!](#)

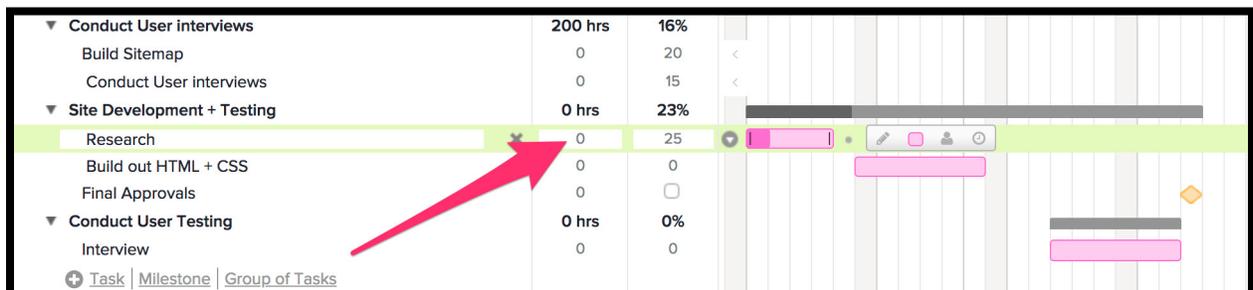
1. Start by logging into TeamGantt and [creating a new project](#). (We suggest adding a practice project for this assignment. Don't worry: You can always delete it later.)
2. Make sure *Estimated Hours* is enabled on your project. You can do this by going to **Menu > Project Settings > Enable Hours** and selecting **Yes**.



3. Add your tasks! For the purpose of this assignment, keep it simple and relatable. For example, map out the tasks for making dinner, planning a vacation or team outing, or something a little less complex than the usual rocket science you do on a day-to-day basis. The idea here is to start easy to get the hang of it so when you do have to plan that next rocket launch, you'll be ready to rock it. (Yes, we did.)
4. Once all of your tasks are in, start adding hourly estimates to your tasks. If you don't see the *Estimated Hours* column in your list or gantt view, simply click on the columns at the top of the gantt chart, and make sure "*Estimated Hours*" is checked. Or, enable the *Estimated Hours* column from **View > Estimated Hours**.



To assign hours to a task, simply click into the text field in the *Estimated Hours* column and enter your estimate:



And that's all you have to do! This might be the easiest homework in the world! Okay, maybe not that easy when you consider all of the work it takes to figure out the proper tasks, subtasks, and the estimates for each.

But as soon as your estimates are in, you'll be able to see how much time each group of tasks will take, as well as your total project.

▼ Research & Project Definition	30 hrs
Stakeholder interviews	15
User Interviews	15

And while this is just homework, don't forget that it's always a good idea to run your estimates for real projects by your team.

Show your work!



We'd love to see your projects and estimates—and so would your fellow classmates! Feel free to take a screenshot of your estimate and share it in the class comments!

Want more help creating estimates in TeamGantt? Check out our [helpful support videos](#).