**Team Project Work Breakdown Structure (WBS) & Timeline**

**Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_**

**Instructions:** As a team, break down the main parts of the project into smaller pieces, assign them to team members, and plan (estimate) how much time you will need for each. Write each task on the day it begins and draw an arrow that extends through the time you estimate it will take to complete. Use pencil as you may need to adjust your estimates. **Begin with the end in mind!**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Day 1 \_\_\_\_\_\_\_\_\_\_** | **Day 2 \_\_\_\_\_\_\_\_\_\_** | **Day 3 \_\_\_\_\_\_\_\_\_\_** | **Day 4 \_\_\_\_\_\_\_\_\_\_** | **Day 5 \_\_\_\_\_\_\_\_\_\_** |
| **Project Manager** | WBS/Timeline |  |  |  |  |
| **Resource Coordinator** | WBS/Timeline |  |  |  |  |
| **Productivity Manager** | WBS/Timeline |  |  |  |  |
| **Artistic Designer** | WBS/Timeline |  |  |  |  |
| **Support Staff** | WBS/Timeline |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Day 1 \_\_\_\_\_\_\_\_\_\_** | **Day 2 \_\_\_\_\_\_\_\_\_\_** | **Day 3 \_\_\_\_\_\_\_\_\_\_**  Organize notes | **Day 4 \_\_\_\_\_\_\_\_\_\_** | **Day 5 \_\_\_\_\_\_\_\_\_\_** |
| **Project Manager** | WBS/Timeline | /notes: effects on literature | Sample  Organize notes | into bulleted points  Build slides | Edit as team  Rehearse |
| **Resource Coordinator** | WBS/Timeline  Set up team Google folder with invites and WC doc. | Research/notes: background | Research  Organize notes | into bulleted points  Build slides | Edit as team  Rehearse |
| **Productivity Manager** | WBS/Timeline  Research | /notes: effects on language | technology | into bulleted points  Build slides  template | Edit as team  Rehearse |
| **Artistic Designer** | WBS/Timeline  Research | /notes and images: | Design present.  Organize notes | Incorporate  into | all slides  presentation & edit  Rehearse |
| **Support Staff** | WBS/Timeline | /notes: effects on religion | Research | into bulleted points  Build slides | Edit as team  Rehearse |