

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 _____	Day 4 _____	Day 5 _____
Project Manager	WBS/Timeline → Research/notes: effects on literature →		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 →	Organize notes into bulleted points →	Build slides →	Edit as team → Rehearse →
Productivity Manager	WBS/Timeline → Research/notes: effects on language →		Organize notes into bulleted points →	Build slides →	Edit as team → Rehearse →
Artistic Designer	WBS/Timeline → Research/notes and images: technology →		Design present. template →	Incorporate all slides into presentation & edit →	Rehearse →
Support Staff	WBS/Timeline → Research/notes: effects on religion →		Organize notes into bulleted points →	Build slides →	Edit as team → Rehearse →

