

Instructions

Create a one-page time line and a one-page budget for your earlier proposal for a new electronic product. Use the guidelines below.

Gantt Chart (Adapted from Gantt-Chart and Work breakdown structure references, below)

- I. Define tasks required for completion of the project you described in your proposal
 - A. Determine tasks by deciding exactly what deliverables they will produce
 - B. Choose tasks that are mutually exclusive, (i.e., do not overlap)
 - C. Choose tasks that account for all necessary work for the project
 - D. Choose tasks that are within the project (i.e., rather than for needs outside project)

- II. Create Gantt Chart
 - A. Put task names along one side of chart
 - B. Put dates from start of project to end of project along side perpendicular to task side
 - C. Show hollow bars extending from start time to end time for each task
 - D. If presented part way through project, show percent complete for task by filling first portion of task's bar with solid color of appropriate length.
 - E. Sequence tasks so they start after the tasks they depend on

Budget (Adapted from Gantt-Chart and Work breakdown structure references, below)

- I. Create budget showing costs organized by task (perhaps with subentries for items in task) or just by line items
 - A. List major costs as line items in budget: tasks, equipment, labor costs, software, etc.
 - B. Use budget columns in order: item #, quantity, description, amount (each), extension (quantity x amount)
 - C. At bottom of budget draw a line and show the word "Total" below it with the sum of the extended amounts, (i.e., the total cost).

Grading Criteria

- Task definitions: scope complete and inside project, deliverables acceptable, task duration adequate, sequencing sensible
- Gantt Chart drawn according to rules above
- Budget items complete
- Costs for items credible

REF: [1] Wikipedia, *Gantt chart*, http://en.wikipedia.org/wiki/Gantt_chart

REF: [2] Wikipedia, *Work breakdown structure*,
http://en.wikipedia.org/wiki/Work_breakdown_structure_-_The_100.25_Rule