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| --- | --- |
| **WBS Detailed Dictionary**  **For estimating schedule, cost and human resource needs of each WBS element** | |
| **WBS Element No./Name:** | **Date:** |
| **Author/Organization:** | **Cost Control#** |
| **Email Address:** | **Phone:** |
| **Estimate Summary:** (Fill out using data from attached detailed worksheet)  Labor $0.00  Travel $0.00  Material $0.00  Subcontracts $0.00  ODC $0.00  **Total $0.00** | |
| **WBS Element Description:**  *(Provide enough detail to justify the estimates to follow, reference governing requirements, and list applicable acceptance and* ***quality*** *criteria.)* | |
| **Activity/Task Descriptions:**  *(Identify all schedule milestones and top-level activities required to develop and deliver this WBS element. These will be used to establish the framework for the project schedule. 3-6 schedule activities are typically sufficient. These should be actual schedule activities that will be put into the schedule)*  WBS#.1: Activity title/description  WBS#.2: Activity title/description | |
| **Key Cost-Driving Assumptions:**  *(List key cost-driving assumptions, including specialized or long-lead equipment, customer furnished equipment (i.e. things that won’t be expensed to the project), travel requirements, subcontracts, shipping and any other known direct charges to the project.)* | |
| **Risk:**  *(Describe any risks for this WBS.)* | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | Labor Hours By Labor Category | | | | | | | |
| **Labor**  **Activity ID**  **(WBS-Based)** | Detailed Schedule Activities/Task Descriptions | Predecessor  (or mile-stone date) | Estimated Duration | Position /Skill/ Resource | Position /Skill/ Resource | Position /Skill/ Resource | Position /Skill/ Resource | Position /Skill/ Resource | Position /Skill/ Resource | Position /Skill/ Resource | Position /Skill/ Resource |
| 2.1.1 | Activity Title | Start |  |  |  |  |  |  |  |  |  |
| 2.1.2 | Activity Title |  |  |  |  |  |  |  |  |  |  |
|  | Total Hours |  |  |  |  |  |  |  |  |  |  |
|  | Labor Rate |  |  |  |  |  |  |  |  |  |  |
|  | Total Cost by Labor Category |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Travel** | Purpose/Activity |  | Travel Dates | Location | No. Trips | No. Travlers | Per Diem | Hotel | Airline/Car | Rental Car | Est. $$$ |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Materials** | Item Description/Activity |  |  | Vendor | Qty | Unit Price | Total $ | Lead Time | Del Date |  | Est. $$$ |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Subcontract** | Task Statement/Activity/SOW Ref. |  |  |  | Con-tractor | Location | Total $ |  | Comp. Date |  | Est. $$$ |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **ODC** | Explanation/Activity |  |  |  |  |  | Total $ |  |  |  | Est. $$$ |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |