

Assignment: Senior Project Proposal—Gantt Chart and Budget

Instructions

Create a one-page descriptions of tasks and deliverables, a one-page time line, and a one-page budget for your senior project proposal. For a team project, include the timing of the entire project as well as the timing for the portions of the project each team member will undertake. For both individual and team projects, use the guidelines below.

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

- V. Gantt Chart (attach as separate pages)
 - A. Define tasks required for completion of the project you described in your proposal
 - 1. Describe tasks and state exactly what deliverables they will produce
 - 2. Choose tasks that are mutually exclusive, (i.e., do not overlap)
 - 3. Choose tasks that account for all necessary work for the project
 - 4. Choose tasks that are within the project (i.e., rather than needs outside project)
 - B. Create Gantt Chart
 - 1. Put task names along one side of chart
 - 2. Put dates from start of project to end of project along side perpendicular to task side
 - 3. Show hollow bars extending from start time to end time for each task
 - 4. 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.
 - 5. Sequence tasks so they start after the tasks they depend on

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

- VI. Budget (attach as separate page)
 - A. Show costs organized by task (perhaps with subentries for items in task) or by line items
 - B. List major costs as line items in budget: tasks, equipment, labor costs, software, etc.
 - C. Use budget columns in order: item #, quantity, description, amount (each), extension (quantity x amount)
 - D. 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).
 - E. For items provided free of charge by some entity, estimate the cost of the item for the amount column, put a dash in the extension column, and use a foot note in the extension column to describe who is providing the item for free.

Required Content

You must meet the follow requirements in order to receive credit for your work:

- 1) You must specify deliverables for each task in the Gantt chart.
- 2) You must use the columns in the budget as listed in VI.C, above.

Grading Criteria

- Task definitions: scope complete and inside project, task duration adequate, sequencing sensible
- Deliverables: tangible, detailed deliverables listed for each task
- 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](http://en.wikipedia.org/wiki/Work_breakdown_structure_-_The_100.25_Rule)