WBS Code: [After Meeting 2]	Resource: [Meeting 2]
ES Date [After Meeting 2]	EF Date [After Meeting 2]
Work Package Name & Description [Meeting 1] Arrange in Org Chart form to show how work is organized.	
Duration (days) (time in days you want the work to last) [Meeting 2]	Work Effort (hrs) (actual effort for 1 person: 100%, 8 hours / day to finish work) [Meeting 2]
LS Date [After Meeting 2]	LF Date [After Meeting 2]
Float: [After Meeting 2]	Critical? Y or N [After Meeting 2]
Predecessors: [Meeting 2]	Successors: [Meeting 2]

Put this on stickies.

Meeting 1:
1. Generate activities.
2. Put the activities on stickies and in the spreadsheet: Activity Scheduling Worksheet
3. Breakdown the activities until you have acceptable work packages of at least 4 hours, but not more than 80 hours for 100% continuous effort. Actual durations do not have to be estimated for this meeting. That will be done in the next meeting.
4. Organize how you want the activities in groups and sub-groups. It should look like an org chart when you are done.

After Meeting 1:
1. Build WBS graphically and have ready for next meeting.
2. Send WBS to team so they can be looking at duration, work effort, and resource estimating before Meeting 2.

Meeting 2:
1. Estimate duration and efforts for each activity
2. Assign resources.
3. Edit WBS for organizational structure and sequence.
4. Determine predecessors, successors, and parallel tasks.

5. Reflect updates for each task.

:
1. Calculate dates with forward pass and backward pass.
2. Determine critical work packages.
3. Determine float.
4. Assign WBS #
5. Enter in project scheduling tool.
6. Send completed schedule to team in preparation for meeting 3.

Meeting 3:
1. Discuss completed plan.
2. Edit plan based on discussion.

After Meeting 3:
1. Send final schedule plan to team members for acceptance and baseline. Use voting button email. If necessary, schedule another meeting until schedule is agreed upon.
2. Schedule baseline is ready. Move on to Cost and Quality baselines

Cost Baseline:
Match project budget with work packages and resources

Create a set of task sheets by functional area.

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LS Date	LF Date
Float:	Critical? Y or N
Predecessors:	Successors: