

Document 7: Cost

TEAM
KAIZEN

Project Team Name: Team Kaizen

Project Topic : Kaizen Food Bank

WBS ITEM	NO. OF HOURS	NO. OF PEOPLE	RATE/HOUR	TOTAL LABOUR	NON- LABOUR	TOTAL COST
Description	(in HRS.)		(in USD)	(in USD)	(in USD)	
1.Team Formation	6		\$10.00	\$60.00		
1.1 Team Arrangement	3	2	\$10.00	\$30.00		\$30.00
1.2 PM Selection	3	7	\$10.00	\$30.00		\$30.00
2. Select Topic	90		\$10.00	\$900.00		
2.1 Research NGO's	14	4	\$10.00	\$140.00		\$140.00
2.2 Analyzing Scenarios	40	7	\$10.00	\$400.00		\$400.00
2.3 Consulting Professor	18	5	\$10.00	\$180.00		\$180.00
2.4 Topic Finalization	18	7	\$10.00	\$180.00		\$180.00
3. Project Planning	110		\$10.00	\$1,100.00		
3.1 Understanding Professor's requirement			\$10.00	\$10.00		\$10.00
3.1.1 Project Scope	25	4	\$10.00	\$250.00		\$250.00
3.1.2 Gathering Requirements	30	3	\$10.00	\$300.00		\$300.00
3.2 Project Timelines	45	6	\$10.00	\$450.00		\$450.00
3.3 Assigning Roles	10	2	\$10.00	\$100.00		\$100.00
4. Documentation	212		\$10.00	\$2,120.00		
4.1 Create Project Charter	29	3	\$10.00	\$290.00		\$290.00
4.2 Create Stakeholder Matrix	30	6	\$10.00	\$300.00		\$300.00
4.3 Create Requirement List	12	3	\$10.00	\$120.00		\$120.00
4.4 Develop Scope Statement	8	2	\$10.00	\$80.00		\$80.00
4.5 Develop WBS	30	6	\$10.00	\$300.00		\$300.00
4.6 Create Schedule	12	1	\$10.00	\$120.00		\$120.00
4.7 Develop Cost Estimate	32	4	\$10.00	\$320.00		\$320.00
4.8 Develop Communication Plan	8	1	\$10.00	\$80.00		\$80.00
4.9 Create Risk Matrix	33	2	\$10.00	\$330.00		\$330.00
4.10 Create Issue Log	7	1	\$10.00	\$70.00		\$70.00
4.11 Change Request	6	1	\$10.00	\$60.00		\$60.00
4.12 Lessons Learned	5	1	\$10.00	\$50.00		\$50.00
5. Presentation	15		\$10.00	\$150.00		
5.1 Preparation	7	6	\$10.00	\$70.00		\$70.00

5.2 Mock Presentation	2	6	\$10.00	\$20.00		\$20.00
5.3 Review	3	6	\$10.00	\$30.00		\$30.00
5.4 Printing	2	2	\$10.00	\$20.00	\$25.00	\$45.00
5.5 Final Presentation	1	6	\$10.00	\$10.00	\$80.00	\$90.00
6. Project Management	60		\$10.00	\$600.00		
6.1 Initiating	12	1	\$10.00	\$120.00		\$120.00
6.2 Planning	16	1	\$10.00	\$160.00	\$45.00	\$205.00
6.3 Executing	14	1	\$10.00	\$140.00		\$140.00
6.4 Monitoring & Controlling	12	1	\$10.00	\$120.00	\$15.00	\$135.00
6.5 Closing	6	1	\$10.00	\$60.00		\$60.00
SUBTOTAL						\$5,105.00
RESERVES						\$511.00
TOTAL	493			\$4,920.00	\$165.00	\$5,596.00

ADDITIONAL COSTS	FORECASTED BUDGET
Licensing	\$5,000.00
Warehousing	\$15,000.00
Logistics & Operations	\$10,000.00
Travelling & Delivery	\$10,000.00
Labour	\$16,000.00
Legal	\$5,000.00
Management and General	\$2,000.00
Development & Advertising	\$5,000.00
Nutrition & Safety	\$7,000.00
Merchandising	\$2,000.00
Miscellaneous	\$5,000.00
TOTAL	\$82,000.00