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| --- | --- | --- | --- | --- | --- | --- |
| WBS | Task Name | Duration | Start | Finish | Predecessors | Resource Names |
| **I** | **Business Move** | **50.38 days** | **Mon 7/1/24** | **Tue 9/10/24** |  |  |
| **I.a** | **Planning the Business Move** | **2.5 days** | **Mon 7/1/24** | **Wed 7/3/24** |  |  |
| I.a.1 | Calculate moving expenses | 1 day | Mon 7/1/24 | Tue 7/2/24 |  | Suzane Smith |
| I.a.2 | Determine the best method of moving | 4 hrs | Tue 7/2/24 | Tue 7/2/24 | 3 | Suzane Smith |
| I.a.3 | Create a moving-expense receipt file | 4 hrs | Wed 7/3/24 | Wed 7/3/24 | 4 | Suzane Smith |
| I.a.4 | Create a moving binder | 4 hrs | Wed 7/3/24 | Wed 7/3/24 | 5 | Suzane Smith |
| **I.b** | **Finances and Insurance** | **4.38 days** | **Thu 7/4/24** | **Wed 7/10/24** |  |  |
| I.b.1 | Review moving budget | 1 day | Thu 7/4/24 | Fri 7/5/24 | 6 | Vaishnavi Wadhwa |
| I.b.2 | Verify that belongings are insured for the move | 1 day | Fri 7/5/24 | Mon 7/8/24 | 8 | Vaishnavi Wadhwa |
| I.b.3 | Appraise valuables specifically insured for the move | 2 days | Mon 7/8/24 | Wed 7/10/24 | 9 | Vaishnavi Wadhwa |
| I.b.4 | Transfer insurance policies to new address | 3 hrs | Wed 7/10/24 | Wed 7/10/24 | 10 | Vaishnavi Wadhwa |
| **I.c** | **Select Movers** | **10.75 days** | **Wed 7/10/24** | **Thu 7/25/24** |  |  |
| I.c.1 | Obtain estimates from several moving services | 1 ewk | Wed 7/10/24 | Wed 7/17/24 | 11 | Suzane Smith,Vaishnavi Wadhwa |
| I.c.2 | Request references from each moving service | 1 ewk | Wed 7/17/24 | Wed 7/24/24 | 13 | Suzane Smith,Vaishnavi Wadhwa |
| I.c.3 | Select moving service | 2 hrs | Thu 7/25/24 | Thu 7/25/24 | 14 | Vaishnavi Wadhwa |
| I.c.4 | Discuss rough details with movers | 4 hrs | Thu 7/25/24 | Thu 7/25/24 | 15 | Vaishnavi Wadhwa |
| **I.d** | **Notifications** | **1 day** | **Thu 7/25/24** | **Fri 7/26/24** |  |  |
| I.d.1 | Schedule disconnection of cable and internet at current location | 1 hr | Thu 7/25/24 | Thu 7/25/24 | 16 | Joseph Schalow |
| I.d.2 | Change address with banks and other organization | 2 hrs | Thu 7/25/24 | Fri 7/26/24 | 18 | Joseph Schalow |
| I.d.3 | Send customers notification of move | 4 hrs | Fri 7/26/24 | Fri 7/26/24 | 19 | Joseph Schalow |
| I.d.4 | Set up forwarding of mail | 1 hr | Fri 7/26/24 | Fri 7/26/24 | 20 | Joseph Schalow |
| **I.e** | **New Business Location** | **2 days** | **Fri 7/26/24** | **Tue 7/30/24** |  |  |
| I.e.1 | Order mailing labels, stationary, etc. with new business address | 2 hrs | Fri 7/26/24 | Fri 7/26/24 | 21 | Vaishnavi Wadhwa |
| I.e.2 | Schedule move with the building management at the new location | 1 day | Mon 7/29/24 | Mon 7/29/24 | 23 | Vaishnavi Wadhwa |
| I.e.3 | Schedule cable and high-speed Internet installation | 2 hrs | Tue 7/30/24 | Tue 7/30/24 | 24 | Vaishnavi Wadhwa |
| I.e.4 | Contact utility companies and sign up for new service | 2 hrs | Tue 7/30/24 | Tue 7/30/24 | 25 | Vaishnavi Wadhwa |
| I.e.5 | Confirm your move date with your moving service | 2 hrs | Tue 7/30/24 | Tue 7/30/24 | 26 | Vaishnavi Wadhwa |
| **I.f** | **Movers** | **0.5 days** | **Tue 7/30/24** | **Wed 7/31/24** |  |  |
| I.f.1 | Obtain moving service contact numbers | 1 hr | Tue 7/30/24 | Tue 7/30/24 | 27 | Joseph Schalow |
| I.f.2 | Acquire labels for boxes (for example, Fragile, Load First, Load Last) | 1 hr | Tue 7/30/24 | Tue 7/30/24 | 29 | Joseph Schalow |
| I.f.3 | Verify that the moving service has your contact numbers | 1 hr | Wed 7/31/24 | Wed 7/31/24 | 30 | Joseph Schalow |
| I.f.4 | Give moving service written directions to the new location | 1 hr | Wed 7/31/24 | Wed 7/31/24 | 31 | Joseph Schalow |
| **I.g** | **Moving** | **4 days** | **Wed 9/4/24** | **Tue 9/10/24** |  |  |
| I.g.1 | Packing Day | 1 day | Wed 9/4/24 | Thu 9/5/24 | 32 | Moving Company |
| I.g.2 | Moving Day | 1 day | Fri 9/6/24 | Mon 9/9/24 | 34 | Moving Company |
| I.g.3 | Review all paperwork when the moving service arrives | 1 hr | Mon 9/9/24 | Mon 9/9/24 | 35 | Vaishnavi Wadhwa |
| I.g.4 | Check carefully for any damaged or missing items | 2 hrs | Tue 9/10/24 | Tue 9/10/24 | 36 | Vaishnavi Wadhwa |
| I.g.5 | Read and sign bill of lading | 1 hr | Tue 9/10/24 | Tue 9/10/24 | 37 | Vaishnavi Wadhwa |
| I.g.6 | Retain copies of the bill of lading and inventory | 1 hr | Tue 9/10/24 | Tue 9/10/24 | 38 | Vaishnavi Wadhwa |
| I.h | Move completed | 0 days | Tue 9/10/24 | Tue 9/10/24 | 33 |  |