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| **03 WBS** 表 **Project WBS** | | | | | | | | | | | | | | | | | |
| 一、项目基本情况 **I. Project Basic Info** | | | | | | | | | | | | | | | | | |
| 项目名称 project name： | | | *T 客户考察公司* | | | | 项目编号 project code： | | | | | | *T0808* | | | | |
| 制作人 prepared by： | | | *张芳* | | | | 审核人 reviewed by： | | | | | | *张三* | | | | |
| 项目经理 project manager： | | | *张三* | | | | 制作日期 data： | | | | | | *2005-7-10* | | | | |
| 二、工作分解结构 **II. WBS** （**R-**负责 **responsible**； **As-**辅助 **assist**； **I-**通知 **informed**； **Ap-**审批 **to approve**） | | | | | | | | | | | | | | | | | |
| 分解代  码 WBS  code | 任务名称  Task | 包含活动  Activities included | | 工时估算  Estimated  Time | 人力资源  Estimated  HR | 其 他 资 源 Estimated  resources | | 费用估算  estimated  cost | 工期  Expecte  d days | 张三  Team  member  1 | 李四  Team  member  2 | 王五  Team  member  3 | | 赵六  Team  member  4 | 吴丹  Team  member  5 | 刘峰  Team  member  6 | 张芳  Team  member  7 |
| *1.1* | *邀请客户* | *提交邀请函给客户* | | *0.5* | *2* |  | |  | *1* | *I* | *AP* | *R* | | *I* | *I* | *I* | *I* |
| *1.2* | *安排行程* | | *2* | *3* |  | |  | *2* | *R* | *AP* | *AS* | | *I* | *I* | *I* | *AS* |
| *1.3* | *与客户确认行程安排* | | *0.5* | *1* |  | |  | *1* | *I* | *AP* | *R* | | *I* | *I* | *I* | *I* |
| *2.1* | *落实资源* | *安排我司高层接待资源* | | *1* | *2* |  | |  | *1* | *R* | *AP* | *AS* | | *I* | *I* | *I* | *I* |
| *2.2* | *安排各部门座谈人员* | | *2* | *6* |  | |  | *2* | *AP* | *I* | *I* | | *AS* | *AS* | *R* | *I* |
| *2.3* | *确定总部可参观场所* | | *0.5* | *4* |  | |  | *1* | *AP* | *I* | *I* | | *AS* | *AS* | *R* | *I* |
| *3.1* | *预定后勤资*  *源* | *预定国际机票* | | *0.5* | *1* | *机票 6 张* | | *120000* | *1* | *AP* | *I* | *AS* | | *I* | *I* | *I* | *AS* |
| *3.2* | *预定酒店* | | *0.25* | *1* | *酒店房间 6 间* | | *35000* | *1* | *AP* | *I* | *AS* | | *I* | *I* | *I* | *R* |
| *3.3* | *预定陆上交通车* | | *0.25* | *1* | *2 辆车\*7 天* | | *15000* | *1* | *AP* | *I* | *AS* | | *I* | *I* | *I* | *R* |
| *3.4* | *预定用餐* | | *0.5* | *1* |  | | *20000* | *1* | *AP* | *I* | *AS* | | *I* | *I* | *I* | *R* |
| *3.5* | *预定观光门票* | | *0.5* | *1* | *门票 6 套* | | *10000* | *1* | *AP* | *I* | *AS* | | *I* | *I* | *I* | *R* |
| *4.1* | *实施考察接*  *待* | *启程* | | *1* | *3* |  | |  | *1* | *I* | *AS* | *R* | | *I* | *I* | *I* | *AS* |
| *4.2* | *展厅、生产线、物流参观* | | *0.5* | *6* |  | |  | *1* | *AS* | *AS* | *AS* | | *I* | *R* | *AS* | *AS* |
| *4.3*   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | *4.4* | *实施考察接*  *待* | *样板点考察* | *1* | *4* |  |  | *1* | *I* | *I* | *AS* | *R* | *I* | *AS* | *AS* | | *5.1* | *后续事宜跟*  *踪* | *座谈交流问题点落实* | *3* | *6* |  |  | *3* | *R* | *AS* | *AS* | *AS* | *AS* | *AS* | *I* | | *5.2* | *代表处主管回访* | *0.5* | *2* |  |  | *1* | *I* | *R* | *AS* | *I* | *I* | *I* | *I* | | *5.3* | *代表处反馈考察效果* | *0.5* | *1* |  |  | *1* | *I* | *AP* | *R* | *I* | *I* | *I* | *I* | | *5.4* | *提交总结报告* | *1* | *3* |  |  | *1* | *R* | *AP* | *AS* | *I* | *I* | *I* | *AS* |   注：以上工期及费用估算均用最可能值 Note：as for the above-mentioned estimated duration and cost, the most feasible value is to be adopted. | *实验室考察* | | *0.5* | *3* |  | |  | *1* | *I* | *I* | *AS* | | *I* | *I* | *R* | *AS* |

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| *5.1* | *后续事宜跟*  *踪* | *座谈交流问题点落实* | *3* | *6* |  |  | *3* | *R* | *AS* | *AS* | *AS* | *AS* | *AS* | *I* |
| *5.2* | *代表处主管回访* | *0.5* | *2* |  |  | *1* | *I* | *R* | *AS* | *I* | *I* | *I* | *I* |
| *5.3* | *代表处反馈考察效果* | *0.5* | *1* |  |  | *1* | *I* | *AP* | *R* | *I* | *I* | *I* | *I* |
| *5.4* | *提交总结报告* | *1* | *3* |  |  | *1* | *R* | *AP* | *AS* | *I* | *I* | *I* | *AS* |

注：以上工期及费用估算均用最可能值 Note：as for the above-mentioned estimated duration and cost, the most feasible value is to be adopted.