

Resource Breakdown Structure: "Hierarchical breakout of resources by category and type"								
Project Name: Annual Executive Meeting Support Project								
Date: 30 April 20XX								
WBS Identifier #	Work Package	Personnel Costs	Beverage Costs	Catering Costs	Support Costs	Venue Support	Comments	Total Direct Costs
1.1.1	Define Venue					\$1,000	Initial Deposit	\$1,000
1.1.2	Determine Attendees				\$1,500		Handouts/Print	\$1,500
1.1.3	Plan Team							\$0
1.1.4	Plan Beverages		\$500				Coffee/Juice	\$500
1.1.5	Plan Catering			\$1,000			Box Lunches	\$1,000
2.1.1	Assemble Packages							\$0
2.1.2	Install AV							\$0
2.1.3	Set Up Venue							\$0
2.1.4	Conduct Meet				\$1,000		AV/IT Support	\$1,000
3.1.1	Close Out Venue	\$600				\$1,000	Clean/Venue \$	\$1,600
3.1.2	Prepare Final Reports							\$0
3.1.3	Pay Outstanding Invoices	\$30					Bookkeeper	\$30
3.1.4	Perform Lessons Learned							\$0
TOTAL COSTS		\$630	\$500	\$1,000	\$2,500	\$2,000	\$0	\$6,630
Contingency Requirements (10%)								\$663