

Resource Breakdown Structure									
Project Name: New Hire Orientation program									
Date: 05.05.2025									
WBS Identifier #	Work Package	Internal Personal Required	External Personnel Required	Venue Costs	Materials Required	Supplies Required	Equipment Required	Comments	Total Direct Costs
1.1.1	Develop Agenda and get approvals	95	0	0	0	0	0	Gloria Fisher: 90.0 hrs; Marcus Wilson: 5.0 hrs	100
1.1.2	Reserve Conference Room	2	0	0	0	0	0	Gloria Fisher: 2 hrs	4750
1.1.3	Coordinate with HR for Q&A	10	0	0	0	0	0	Gloria Fisher: 5 hrs; Ram Finland: 3.0 hrs; Sunny Marsh: 1.5 hrs	225
1.1.4	Plan Catering	8	0	0	0	0	0	Gloria Fisher: 4.0 hrs; Marvin Coleman: 4.0 hrs	300
1.1.5	Coordinate AV/IT Support	12	0	0	200	0	0	Gloria Fisher: 6.0 hrs; Hiroshi Tanaka: 6 hrs	2460
1.1.6	Prepare Orientation Kits	40	0	0	0	0	600	Gloria Fisher: 15.0 hrs; Priya Sanders: 25.0 hrs	4350
1.1.7	Plan Campus Tour	10	0	0	0	0	0	Gloria Fisher: 2.0 hrs; Sam Manning: 8.0 hrs	400
1.1.8	Prepare Tech Support & Equipment	40	0	0	0	0	14400	Gloria Fisher: 35.0 hrs; Hiroshi Tanaka: 5.0 hrs	16840
2.1.1	Set up Conference Room	12	0	0	0	0	0	Gloria Fisher: 8.0 hrs; Hiroshi Tanaka: 4.0 hrs	200
2.1.2	Facilitate Orientation Sessions	10	0	0	0	0	0	Gloria Fisher: 5.0 hrs; Marcus Wilson: 5.0 hrs	500
2.1.3	Facilitate Q&A	4	0	0	0	0	0	Gloria Fisher: 2.0 hrs; Sunny Marsh: 1.5 hrs	175
2.1.6	Campus Tour Execution	3	0	0	0	0	0	Gloria Fisher: 1.0 hrs; Sam Manning: 2.0 hrs	100
2.1.7	Distribute Equipment (D2)	4	0	0	0	0	0	Hiroshi Tanaka: 4.0 hrs	200
3.1.1	Release Room & Confirm Use	2	0	0	0	0	0	Gloria Fisher: 2.0 hrs	50
3.1.2	Archive Agenda & Materials	25	0	0	0	0	0	Gloria Fisher: 25.0 hrs	100
3.1.3	Collect Feedback & Surveys	35	0	0	0	0	0	Gloria Fisher: 23.0 hrs; Marcus Wilson: 18.0 hrs	1950
3.1.3	Review Survey Results	3	0	0	0	0	0	Gloria Fisher: 3.0 hrs	100
3.1.4	Finalize Catering Accounts	3	0	0	0	0	0	Gloria Fisher: 2.0 hrs; Marvin Coleman: 1.0 hrs	50
3.1.5	Finalize AV/IT & Assets	3	0	0	0	0	0	Hiroshi Tanaka: 3.0 hrs	200
3.1.6	Final Report to Sponsor	56	0	0	0	0	0	Gloria Fisher: 56.0 hrs	1000
TOTAL COSTS		\$377	\$0	\$0	\$200	\$0	\$15,000	\$0	\$34,050
Contingency Requirements (10%)									\$3,405

Personnel Cost Requirements			
Rate	Name	Hours	Costs
\$50	Gloria Fisher	280	\$14,000
\$50	Marcus Wilson	28	\$1,400
\$50	Sunny Marsh	3	\$150
\$50	Ram Finland	3	\$150
\$50	Hiroshi Tanaka	20	\$1,000
\$50	Sam Manning	10	\$500
\$50	Marvin Coleman	4	\$200
\$50	Priya Sanders	25	\$1,250
\$50	Ursula Miller	2	\$100
TOTAL			\$18,750

Note: Update Cost Categories to reflect actual project requirements