

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		实验室考察	0.5	3			1	I	I	AS	I	I	R	AS
4.4		样板点考察	1	4			1	I	I	AS	R	I	AS	AS
4.5		系列座谈	2	20			2	R	AS	AS	AS	AS	AS	AS
4.6		观光	1	2			1	I	I	AS	I	I	I	R
4.7		返程	1	2			1	I	AS	R	I	I	I	I
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.