

## 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 Expected days	张三	李四	王五	赵六	吴丹	刘峰	张芳
								Team member 1	Team member 2	Team member 3	Team member 4	Team member 5	Team member 6	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	<b>R</b>	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.