Task Description Sample

Task ID	9999
Task Name	Design Fromboneski Circuit
Task Owner	Tom Tomorrow
Last Revision	2013.02.24 07:56

Task Description:
A text description of the task that describes what is known about the work. Describe what is to be done and the deliverables that will be produced. Provide any information known about related activities. Anything created may need a review or test task. Everything reviewed should have a rework task. Remember to describe any documentation, testing, or training that will occur as part of this task. For example:

"The purpose of this task is to create a detailed design of the Fromboneski Alarm Circuit from a customer approved sketch. The circuit will monitor eight signals that will be present on eight twisted pairs of wires in the control room. All current levels will be TTL. Each alarm should have a distinct audible and visual component."

Resources Required:
Describe people, facilities, materials, and equipment known to be required to do the work. Be specific about the skills needed, even if you are not sure who will do the work, for example:

- **senior engineer capable of reviewing TTL wiring schematics and making corrections and recommendations (someone with Mary Smith's skills)**
- **engineer capable of designing TTL circuits from the attached alarm specification with minimal assistance using the EasyCircuit software package (someone like Lisa Brown or Fred Robinson)**
- **Workstation with the EasyCircuit package loaded**

Deliverables:
List the product(s) that this task will produce. Consider adding a sample of what you want if you have one or a reference to a sample. Be as specific as possible, for instance:

"This task will produce an electrical and mechanical design for the Frombonesky Alarm Circuit. The design will be submitted in both hard copy form and on a diskette in EasyCurcuit format."

Completion Criteria:
What conditions must be satisfied to complete this task? Be clear and unambiguous. Describe the completion of a task so that it interlocks with its successors. For example, if this task builds a document and a review task will follow, completion criteria might be:

"Task is complete when copies of the paper design document and CDs containing the design document have been delivered to the reviewer and the Project Manager."

Estimates:
Identify the effort (number of person hours by skill) and approximate duration (number of work-days) required to complete the task. It is prudent to count a full time person as 5-6 person hours per day. A half time person counts as 2-3 person hours per day. Be specific about your assumptions regarding people availability. For example:

"Alarm for first of 8 pairs expected to require 24 hours of design effort (4 hrs senior engineer & 20 junior), others pairs should be knock offs of the first and require no senior time (4 hrs each)

- **4 hrs senior engineering time (Mary or equivalent)**
- **48 hours (20+(4x7)) of junior engineer time (Tom or equivalent)**

If Mary is available on day 1 and 2 and Tom is full time, should be an 8 day task."

Identify costs associated with the task and the estimates associated with the costs:

Category	Notes	Cost
People (Labor)	52 hours @ $100 each	$5,200
Equipment	N/A	
Facilities	N/A	
Materials	N/A	
Other Costs	Reproduction costs for paper designs (24"x36") 50 pages	$600
Total		**$5.800**

Assumptions
It is critical that any assumptions about the task be documented. This includes assumptions about the size and complexity of the task and what those assumptions are based upon, assumptions about the skill levels of people working on the task, the number of review cycles that will be needed etc. We are documenting these assumptions as notes to the ultimate doer of the task and to facilitate later review to improve our estimation process. As an example:

"It is assumed that the Fromboneski alarm design will be a minor modification to the Shlabotnick Alarm we have installed at the Paris site. The time allocated to the design has therefore been reduced by one half since hard copy of that design is available which can be entered 'as is' to establish a baseline."