

YOUTH COOPERS

Module 5



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INTRODUCTION

This module focuses on implementation and finance. You will think through all of the tasks involved in structuring a business. Moreover, you will have a clear idea of the costs of a business and of the related categories.



Implementation

Work Breakdown Structure (WBS)

The work breakdown structure (WBS) is a hierarchical list that defines the major elements of a project. It is used to chunk a complex project that might seem overwhelming into manageable parts. Typically the WBS consists of an organized task list with an estimate of the time and resources required and the responsible person.

A simple example WBS is below.

1.MAIN ACTIVITY: PLAN A TREE		
1.1. Preparation	1.2. Construction	1.3. Finishing
1.1.1. Find tools	1.2.1. Buy young tree	1.3.1. Landscaping
1.1.2. Remove the old tree	1.2.2. Dig hole	
	1.2.3. Plant tree	



Implementation

THE GANTT Chart

The Gantt Charts is a project planning tool that is used to represent the timing of tasks required to complete a project.

Gantt chart is a format for outlining, prioritising and conveying information about the activities of an enterprise visually. It helps to identify their logical sequence, expected duration, any dependencies that exist between activities, and it provides a basis for allocating management responsibility. With the GANTT chart prepared, further specification of resources and scheduling of costs can be undertaken.

In a Gantt Chart, each task takes up one row. Dates run along the top in increments of days, weeks or months depending on the total length of the project. The expected time for each task is represented by a horizontal bar whose left end marks the expected beginning of the task and whose right end marks the expected completion date. Tasks may run sequentially, in parallel or overlapping. Charts can also show task dependency, for example, Task D must wait for Tasks A and B to complete before starting.



Implementation

THE GANTT Chart

Let's develop a Gantt Chart by following the steps:

- ❑ Step 1: For each expected result list the main activities
- ❑ Step 2: Break activities down into manageable tasks
- ❑ Step 3: Clarify sequence and dependencies
- ❑ Step 4: Estimate start-up, duration and completion of all activities
- ❑ Step 5: Summarize scheduling of main activities
- ❑ Step 6: Define milestones
- ❑ Step 7: Define expertise
- ❑ Step 8: Allocate tasks among the team

Please use next 100 mins to develop your Gantt Chart.



Finance

Budget Planning

You already prepared list of costs when you worked on your the LogFrame Matrix, the Social Business Model Canvas and the Gantt Chart. Now, please group the costs related to every activity by using the following costs and budget categories:

- ❖ Staff costs
- ❖ Travel and Subsistence costs
- ❖ Other costs
- ❖ Subcontracting costs
- ❖ Equipment costs
- ❖ Indirect costs (costs related to the administration of the project (e.g. PCs, portables, postage, fax, telephone, internet, mailing, rent, electricity of the premises where the project/Business is being carried out, Consumables, paper, office supplies)



Finance

Budget Planning

Please use next 90 mins to plan your budget. Do not hesitate to add any other categories according to your business idea. Use the activity the Social Business model canvas, **Step 9: Cost Structure** as a basis for a common reflection on this specific module.

Add further details on the costs that are already identified and pay attention to a specific timeframe of the activities. You need to identify the costs on the basis of a clear duration of the activities. If your duration of business idea is not defined well, you can identify the cost only for the start-up phase which is usually 3 years.

