CERTIFIED BENCHMARKING PROFESSIONAL

Fact Sheet: Project management techniques

Costs: An example budget

➔ to illustrate how project managers can develop a budget based on performing trials of the tasks identified in a project's workflow

Workflow tasks and average times for processing Sample audio recordings

Task	Estimated time required
Retrieving and preparing each tape	15 minutes
Converting audio tape to WAV and naming the file according to documented procedures	20 minutes
Converting each WAV file to mp3 format for the web and copying it to the designated archive directory	10 minutes
Creating descriptive metadata for each sound file	20 minutes
Adding administrative metadata to the CMS, copying the master WAV file to the archive drive, and adding the mp3 file into the CMS	10 minutes

Estimated time required to digitize entire collection and create metadata

Task	Estimated time required to complete the project	Total time required to complete the project
Retrieving and preparing each tape (Conversion Technician)	15 minutes/tape	0.25 hours/tape × 110 tapes = 27.5 hours
Converting from audio tape to WAV and naming the file according to documented procedures (Conversion Technician)	20 minutes/tape	0.33 hours/tape × 110 tapes = 36.3 hours
Converting each WAV file to mp3 format for the web and copying it to the designated archive directory (Conversion Technician)	10 minutes/tape	0.17 hours/tape × 110 tapes = 18.7 hours
Creating descriptive metadata for each sound file (Metadata Specialist)	20 minutes/tape	0.33 hours/tape × 110 tapes = 36.3 hours
Adding administrative metadata to the CMS, copying the master WAV file to the archive drive, and adding the mp3 file into the CMS (Metadata Specialist)	10 minutes/tape	0.17 hours/tape × 110 tapes = 18.7 hours

Tasks and salaries for the Web Developer and Supervisor

Type	Estimated time required	Estimated cost
Web Developer, who has to modify some of the CMS web templates for publication of these files. This activity does not include any other activity. (Position 3)	10 hours	$40/hour, no benefits
Administration, including project development, documentation, staff training and supervision, and quality control (Position 4)	50% of all staff time including the Web Developer	$32/hour, plus 12% benefits

Total staff costs for processing the audio recordings

Title	Conversion Technician
Number of hours	28 + 37 + 19 = 84 hours
Hourly rate and total salary	$15.00/hour × 84 hours = $1260.00
Benefits (8% of total hourly wage)	$100.80
Total cost for Position 1	$1360.80
Title	Metadata Specialist
Number of hours	37 + 19 = 56 hours
Hourly rate and total salary	$20.00 × 56 hours = $1120.00
Benefits (9% of total hourly wage)	$100.80
Total cost for Position 2	$1220.80

Title	Web Developer
Number of hours	10
Hourly rate and total salary	$40.00
Benefits (0% of total hourly wage)	$0.00
Total cost for Position 3	$400.00
Title	Supervisor
Number of hours	70
Hourly rate and total salary	$32.00 × 70 hours = $2240.00
Benefits (12% of total hourly wage)	$268.80
Total cost for Position 4	$2508.80
Total staff costs	$5490.40