

## Rough computation of Personnel Overhead

**Disclaimer:** As the title of the worksheet says this is a rough approximation to estimating the overhead costs of a capstone course project in the course ICOM5047. You should check the numbers, and make any corrections or adjustments according to your own project.

Proposal submitted	Final Project Demo	Project Report submitted
31-Aug-09	25-Nov-09	02-Dec-09
Total No. of days	86	93

Number of weekends	12	13
Holidays	4	6
Direct billable days	58	61
<b>Hours dedicated to course [1]</b>		<b>109.8</b>
<b>Non-billable direct hours</b>		<b>56</b>
Team meetings		13
Workshops		27
Status reviews		7
Meetings with client [2]		9
<b>Billable direct hours</b>		<b>53.8</b>

[1] Assumes a student dedicates 9 full hours of the week to the course (3 credits, 3 hours per credit)

[2] Includes 3 practical demonstrations and three presentations

[3] Proposal preparation hours are not included but should be

<b>Overhead % for labor costs only [4]</b>		<b>104%</b>
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[4] Does not include utilities, clerical expenses or any other business cost. Does not include expected profit either!!!

**Note:** These are realistic overhead costs for the projects of this course.

A major cause for high overhead is the amount of hours in training workshops during the project timeframe.