

## Hospital Case Study

1. Two technical writers are assigned to the “Prepare draft” tasks, which has an estimated duration of 1 month. How many hours of work does that represent?
  - First, define how many weeks are in a month. To keep things simple, use 4 weeks in a month.
  - Each technical writer works 4 weeks on the task. At 40 hours per week, the writer works 160 hours. The total work for two technical writers is 320 hours.
2. Suppose that one of the technical writers is reassigned to a different project, so you now have only one technical writer to work on the “Prepare draft” task. Given your answer to question 1, what is the new duration for this task?
  - From question 1, the work hours for the “Prepare draft” task is 320 hours. If one technical writer works on the task 40 hours per week, the duration is 320 hours divided by 40 hours per week, or 8 weeks.
3. The meeting to approve the specifications is estimated at a 2-day duration. 4 people from the hospital will attend. How many work hours does this meeting consume?
  - With a 2-day duration, one person will spend 16 hours attending the approval meeting. Four people attending the meeting spend a total of 64 work hours, a. A good reason to keep meetings as short as possible.