

# Baseline Effort

The time it takes a competent person to complete a task based on the following assumptions:

- Optimal working environment
- No interruptions
- Full-time assignment to the task
- High technical skill level
- Good application knowledge

# Estimating Variables

## *a.k.a Real World Factors*

- **Work Interruption Factor**  
Accounts for interruptions unexpected in the normal work environment
- **Part Time Effect**  
Accounts for “ramp-up/ramp down” time required by project team members (i.e. multitasking)
- **Skill Factor**  
Accounts for the time required due to varying skill levels

# Work Interruption Factor

Accounts for interruptions unexpected in the normal work environment

- Idle time – approximately 5%
- Meetings, breaks, etc. – approximately 10%
- Communicating (based on team size) – minimum 10%, plus 1% per team member

# Part Time Effect

Accounts for “ramp-up/ramp down” time required by project team members.

- Full time = 0% loss factor
- 3/4 time = 10% loss factor
- 1/2 time = 15% loss factor
- 1/4 time = 20% loss factor

# Skill Factor

Accounts for the time required due to varying skill levels.

- 1 = Proficient resource with extensive experience
- 1.5 = Average resource, familiar with task, good understanding of subject matter
- 2 = Novice, someone with little experience with the subject matter

# Normalized Effort

Baseline effort adjusted to reflect “real-world” productivity losses.

$$\mathbf{NE = BE \times SF \times \left( \frac{100}{100 - WIF} \right) \times \left( \frac{100}{100 - PTE} \right)}$$

NE = Normalized Effort

BE = Baseline Effort

SF = Skill Factor

WIF = Work Interruption Factor

PTE = Part Time Effect