Drupal WBS

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1. Drupal Project
   1.1 Initiating
      1.1.1 Initial meeting with project sponsor
      1.1.2 Research similar projects
      1.1.3 Determine the project team
      1.1.4 Develop Project Charter
      1.1.5 Submit Project Charter
      1.1.6 Project Sponsor Reviews Project Charter
      1.1.7 Project Charter Signed/Approved
   1.2 Planning
      1.2.1 Develop WBS
      1.2.2 Assign resources
      1.2.3 Enter cost information
      1.2.4 Determine task relationships
      1.2.5 Create Preliminary Scope Statement
      1.2.6 Project Team Kickoff Meeting
      1.2.7 Develop Project Plan
      1.2.8 Submit Project Plan
      1.2.9 Develop Gantt charts
      1.2.10 Conduct impact analysis (training and acclimation, new hosting, resource costs and potential savings, retention policy, migration strategy – what do we migrate and when – identify key stakeholders – we want evangelists). Identify potential technical issues for users and either eliminate or document for training purposes
      1.2.11 Articulate and prioritize requirements. May include: Calendaring, RSS feeds, RDFA capabilities, versioning of content, contact information, inline commentary by users, SEO recommendations, issue tracker, project spaces, breadcrumbs, donor opportunities, breadcrumbs
      1.2.12 Develop migration plan (will need to identify content to be migrated, procedure for migration, timeline for migration)
      1.2.13 Develop PR Plan
      1.2.14 Review charts & plan with stakeholder**s**
      1.2.15 *Milestone:* Project Plan Approval
   1.3 Executing
      1.3.1 Project Kickoff Meeting
      1.3.2 Evaluate Current Site
      1.3.3 Verify & Validate User Requirements (review FAQs and current technical issues; survey users. Requirements should be asked of technical support staff as well).
      1.3.4 Task Analysis
      1.3.5 Develop Personas
      1.3.6 Write Scenarios
      1.3.7 Set Measurable Goals/Milestones

1.3.8 *Milestone*: Launch Sandbox Drupal
1.3.9 Determine site requirements
1.3.10 Conduct Content Inventory
1.3.11 Card sort
1.3.12 Define IA
1.3.13 Follow Dublin Core Taxonomy
1.3.14 Use parallel design
1.3.15 Develop prototype
1.3.16 Build new Drupal instantiation (Hosted)
1.3.17 *Milestone:* Launch Alpha
1.3.18 Testing Phase
1.3.19 Usability Testing
1.3.20 Heuristic Evaluation
1.3.21 Develop User Training
1.3.22 User Training
1.3.23 Data migration (TBD – needs its own breakdown)
1.3.24 *Milestone:* Launch Beta
1.3.25 Testing Phase (technical staff and key users)
1.3.26 Usability Testing
1.3.27 Heuristic Evaluation
1.3.28 Customize system
1.3.29 User feedback & survey
1.3.30 Code and documentation repository
1.3.31 Migration plan/linkage between sites during migration
1.3.32 Sustainability plan
1.3.33 Data retention/Archiving Plan

1.4 Controlling
   1.4.1 Project Management
   1.4.2 Project Status Weekly Meetings
   1.4.3 Reports
   1.4.4 Project Team meetings
   1.4.5 Risk Management
   1.4.6 Migration management
   1.4.7 Update Project Management Plan

1.5 Closing
   1.5.1 Audit Procurement
   1.5.2 Document Lessons Learned
   1.5.3 Update Files/Records
   1.5.4 Gain Formal Acceptance
   1.5.5 Archive Files/Documents
   1.5.6 Poster for the project
   1.5.7 Attend Capstone event