WBS Dictionary

# Initiation Phase

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 1.1 |
| WBS Item Name: | Group Formation |
| Item Description | The FlyDreamAir business has requested our IT team to organise a group of IT specialist to work on one of three potential projects that aim to digitalise FlyDreamAir’s processes & operations. This team needs to be carefully selected to ensure that each member has the same directive & motivation to successfully complete a project. This task is to be completed by the whole team. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 1.2 |
| WBS Item Name: | Organise Meeting Schedule |
| Item Description | Our IT project team need to ensure that we are meeting on a regular basis to warrant communication is held to prevent any potential mishaps or conflict between members. This meeting schedule needs to be at a set time on a weekly occurrence when all members are available. Before this task can be completed, item 1.1 (Group Formation) must be completed. This task is to be completed by the whole team. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 1.3 |
| WBS Item Name: | Project Selection |
| Item Description | Our IT team must select the correct & appropriate project that aligns with our business’s strategic goals as well as being feasibly possible. Before this task can be completed, item 1.1 (Group Formation) must be completed. This task is to be completed by the whole team. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 1.4 |
| WBS Item Name: | Provide members roles |
| Item Description | Once our project is selected, each member needs to be presented with their roles within the team. Members with past experiences in certain roles should be given similar roles to ensure they utilise their skills effectively. In this, a project leader is selected that will present these roles to each other member. Before this task can be completed, item 1.3 (Project Selection) must be completed. This task has been assigned to our project manager, Sam. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 1.5 |
| WBS Item Name: | Prepare progress report |
| Item Description | Our clients would like a progress report in relation to the initial phases of this project. This report must comprehensively detail our steps through the initiation phase as well as justification as to why we selected a specific project. This verbal report must include any discussions relating to the initial preparation of the project. Before this task can be completed, item 1.3 (Project Selection) must be completed. This task has been assigned to our project manager, Sam. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 1.6 |
| WBS Item Name: | Assign members tasks |
| Item Description | Each member has been given their role within the project & now must be given their tasks that they will complete during the project timeline. These tasks must be selected based on a member’s role & whichever task best aligns with the skills of each role. A member may have a few to numerous tasks, either of small or large scope. Before this task can be completed, item 1.4 (Provide member roles) must be completed. This task has been assigned to our project manager, Sam. |

# Project Planning Phase

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 2.1 |
| WBS Item Name: | Develop WBS |
| Item Description | The Work Breakdown Structure (WBS) provides a view of the total scope of the selected project & acts as a basis for the planning & management of tasks in a project along with the time, resource & cost estimations for each task. To ensure our project is fully functional by our deadline, our team must follow this WBS. Before this task can be completed, item 1.6 (Assign members tasks) must be completed. This task has been allocated to Brandon to completed. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 2.2 |
| WBS Item Name: | WBS Dictionary |
| Item Description | The WBS Dictionary documents each task in the WBS & details what each task is & its importance in the overall project. The dictionary provides each member with an accurate understanding of each task’s scope. This ensures that our IT team understands the requirements of each task to fulfill them appropriately. Before this task can be completed, item 2.1 (Develop WBS) must be completed. This task has been allocated to Brandon to complete. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 2.3 |
| WBS Item Name: | Project Charter |
| Item Description | The project charter is a documentation that highlights to our stakeholders & team members our project that were undertaking along with the objectives of the project. This document is used as a project initiation as well as authorising the project. This task has been allocated to Ryan to complete. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 2.4 |
| WBS Item Name: | Project (business) Case |
| Item Description | The project or business case highlights to stakeholders the need & concepts around our selected project. This document justifies why our selected project is being undertaken by our IT team as well as the potential requirements & costs relating to this project. This task has been allocated to Ryan to complete. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 2.5 |
| WBS Item Name: | Project Scope Statement |
| Item Description | The project scope statement is an output that’s derived once we define the scope of our project. This statement provides stakeholders & management with an overview of our project & details aspects such as constraints, user acceptance criteria’s as well as any scope-related information. Before this task can be completed, item 2.3 (Project Charter) must be completed. This task has been allocated to Ryan to complete. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 2.6 |
| WBS Item Name: | Risk Management |
| Item Description | Risk management ensures that any potential issues that may affect a project are accounted for with measures put in place to ensure that a project’s success & completion is obtained. In this process, risks are identified & assessed by our team & evaluated to ensure the correct measures are put in place to handle the issues. Risk management doesn’t necessarily involve stopping any potential problems, more focusing on minimising the effects of a potential problem on the project. Risk management provides our team & stakeholders with a risk management plan. This task has been allocated to Brandon to completed. This task has been assigned to Brandon to complete. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 2.7 |
| WBS Item Name: | Effort-Cost Estimation |
| Item Description | Effort-cost estimation comes under our project cost management & involves the reassurance that our IT team has the resources and finance available to complete our selected project. During this estimation, our team develops a cost management plan & from this, we determine our project budget & funding of each task in our project. These costs are then controlled to ensure that our budget isn’t overdrawn & that we stay within our financial scope. This task has been assigned to Rowan to complete. |

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# Design & Development Phase

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 3.1 |
| WBS Item Name: | UI Prototype |
| Item Description | The UI Prototype provides our team & stakeholders with a display of our project output, the IT system. It allows our team & stakeholders to preview what our system will look like & its functionality. From this, our stakeholders can analysis & make recommendations for our team to fix or change any feature on the UI. This task has been assigned to Matt to complete. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 3.2 |
| WBS Item Name: | Functionality Implementation |
| Item Description | The functionality implementation of our system must ensure that our projects output functions as intended by our stakeholders & team. We must implement our system through our chosen programming language & must ensure that the system functions exactly as intended by our developers & stakeholders. This task has been assigned to Tom to complete. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 3.3 |
| WBS Item Name: | Version Control |
| Item Description | Version control allows our IT team to track the changes made to our system as well as allowing collaboration between our team when altering or correcting our source code. This version control is done through GitHub & is consistently undertaken throughout the lifetime of our project. This task has been assigned to Tynan to complete. |

# Finalisation & Presentation Phase

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 4.1 |
| WBS Item Name: | Project Presentation |
| Item Description | Once the main deliverables are complete, our team needs to develop a presentation for our clients to display our project deliverables and developed system. This task is to be developed by all team members. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 4.2 |
| WBS Item Name: | Conclusion |
| Item Description | To finalise a project, our project leader needs to finalise all our activities to ensure they are completed to an acceptable standard. All phases of our project must be finalised & presented to our stakeholders to conclude and finish the project. This task has been assigned to our project manager, Sam to complete. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 4.3 |
| WBS Item Name: | Preparing Final Report |
| Item Description | The final report is the deliverable that our client receives containing all the documentation developed throughout the project. This task has been given to Ryan to complete. |

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| Project Title: | FlyDreamAir IT Project |
| WBS Item Number: | 4.4 |
| WBS Item Name: | Demonstration of Project |
| Item Description | Once our project is finalised, we must present our outputs from the project to our stakeholders with the aim of satisfying their requirements. This is done through demonstrating our IT system alongside the documentation involved. Before this task can be completed, item 4.1 (Conclusion) must be completed. This task is to be completed by the entire IT team. |