**Work Breakdown Structure (WBS) Template**

**Work Breakdown Structure (WBS)**

**RAMs Corner: ITRO Ticketing Service system**

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# Introduction

The Work Breakdown Structure presented here represents all the work required to complete this project.

# Outline View

1. RAMs Corner : ITRO Ticketing System
   1. Initiation
      1. Initial Planning/Brainstorming
      2. Client Selection
      3. Advisor Selection
      4. Advisor/Consultant/Client Signed Forms
      5. Deliverable: Project Idea
   2. Planning
      1. Project Meeting with Members
      2. Project Meeting with Advisor
      3. Project Meeting with Client
      4. Project Proposal Drafting
      5. SOP Progression
      6. Objective Progression
      7. Wireframe Progression
      8. Project Proposal Editing
      9. Deliverable: Project Proposal Submission
      10. Project Proposal Revision
      11. Milestone: Project Proposal Approval
   3. Systems Analysis and Design
      1. Project Meeting with Members
      2. Project Meeting with Advisor
      3. Project Meeting with Client
      4. Deliverable: System Design
      5. System Design Editing
      6. System Design Submission
      7. System Prototype Design
      8. Milestone: System Design Approval
   4. System Prototype
      1. Project Meeting with Members
      2. Project Meeting with Advisor
      3. Project Meeting with Client
      4. Deliverable: Working Prototype
      5. Initial Prototype UI/UX
      6. Milestone 1: Release 1 of Working Prototype
      7. Backend Development
      8. Milestone 2: Release 2 of Working Prototype
      9. Working Prototype Revision
      10. Milestone 3: Release 3 of Working Prototype
   5. Execution
      1. Project Meeting with Members
      2. Project Meeting with Advisor
      3. Project Meeting with Client
      4. Verify Use Case Requirements
      5. Procure Hardware/Software Materials
      6. Run the system on browser
      7. Isolated Testing
      8. Promotion/Advertisement
      9. Set up Kiosk for localize deployment
      10. Deploy running system to internal users (ITRO)
      11. Train general users
      12. Deploy whole running system (ITRO/Clients)
   6. Control
      1. Project Management
      2. Project Meeting with Members
      3. Project Meeting with Advisor
      4. Project Meeting with Client
      5. Risk Management
      6. Project Maintenance
      7. Update Project Management
   7. Closeout
      1. Auditing
      2. Narrative Reports
      3. Update Reports
      4. Gain Formal Acceptance
      5. Archive Files/Documents

# Hierarchical Structure

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| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 | RAMs Corner : ITRO Ticketing System |
| 2 | 1.1 | Initiation |
| 3 | 1.1.1 | Initial Planning/Brainstorming |
| 3 | 1.1.2 | Client Selection |
| 3 | 1.1.3 | Advisor Selection |
| 3 | 1.1.4 | Advisor/Consultant/Client Signed Forms |
| 3 | 1.1.5 | Deliverable: Project Idea |
| 2 | 1.2 | Planning |
| 3 | 1.2.1 | Project Meeting with Members |
| 3 | 1.2.2 | Project Meeting with Advisor |
| 3 | 1.2.3 | Project Meeting with Client |
| 3 | 1.2.4 | Project Proposal Drafting |
| 3 | 1.2.5 | SOP Progression |
| 3 | 1.2.6 | Objective Progression |
| 3 | 1.2.7 | Wireframe Progression |
| 3 | 1.2.8 | Project Proposal Editing |
| 3 | 1.2.9 | Deliverable: Project Proposal Submission |
| 3 | 1.2.10 | Project Proposal Revision |
| 3 | 1.2.11 | Milestone: Project Proposal Approval |
| 2 | 1.3 | Systems Analysis and Design |
| 3 | 1.3.1 | Project Meeting with Members |
| 3 | 1.3.2 | Project Meeting with Advisor |
| 3 | 1.3.3 | Project Meeting with Client |
| 3 | 1.3.4 | Deliverable: System Design |
| 3 | 1.3.5 | System Design Editing |
| 3 | 1.3.6 | System Design Submission |
| 3 | 1.3.7 | System Prototype Design |
| 3 | 1.3.8 | Milestone: System Design Approval |
| 2 | 1.4 | System Prototype |
| 3 | 1.4.1 | Project Meeting with Members |
| 3 | 1.4.2 | Project Meeting with Advisor |
| 3 | 1.4.3 | Project Meeting with Client |
| 3 | 1.4.4 | Deliverable: Working Prototype |
| 3 | 1.4.5 | Initial Prototype UI/UX |
| 3 | 1.4.6 | Milestone 1: Release 1 of Working Prototype |
| 3 | 1.4.7 | Backend Development |
| 3 | 1.4.8 | Milestone 2: Release 2 of Working Prototype |
| 3 | 1.4.9 | Working Prototype Revision |
| 3 | 1.4.10 | Milestone 3: Release 3 of Working Prototype |
| 2 | 1.5 | Execution |
| 3 | 1.5.1 | Project Meeting with Members |
| 3 | 1.5.2 | Project Meeting with Advisor |
| 3 | 1.5.3 | Project Meeting with Client |
| 3 | 1.5.4 | Verify Use Case Requirements |
| 3 | 1.5.5 | Procure Hardware/Software Materials |
| 3 | 1.5.6 | Run the system on browser |
| 3 | 1.5.7 | Isolated Testing |
| 3 | 1.5.8 | Promotion/Advertisement |
| 3 | 1.5.9 | Set up Kiosk for localize deployment |
| 3 | 1.5.10 | Deploy running system to internal users (ITRO) |
| 3 | 1.5.11 | Train general users |
| 3 | 1.5.12 | Deploy whole running system (ITRO/Clients) |
| 2 | 1.6 | Control |
| 3 | 1.6.1 | Project Management |
| 3 | 1.6.2 | Project Meeting with Members |
| 3 | 1.6.3 | Project Meeting with Advisor |
| 3 | 1.6.4 | Project Meeting with Client |
| 3 | 1.6.5 | Risk Management |
| 3 | 1.6.6 | Project Maintenance |
| 3 | 1.6.7 | Update Project Management |
| 2 | 1.7 | Closeout |
| 3 | 1.7.1 | Auditing |
| 3 | 1.7.2 | Narrative Reports |
| 3 | 1.7.3 | Update Reports |
| 3 | 1.7.4 | Gain Formal Acceptance |
| 3 | 1.7.5 | Archive Files/Documents |

# Tabular View

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| Level 1 | Level 2 | Level 3 |
| 1. RAMs Corner : ITRO Ticketing System | 1.1 Initiation | 1.1.1 Initial Planning/Brainstorming  1.1.2 Client Selection  1.1.3 Advisor Selection  1.1.4 Advisor/Consultant/Client Signed Forms  1.1.5 Deliverable: Project Idea |
| 1.2 Planning | 1.2.1 Project Meeting with Members  1.2.2 Project Meeting with Advisor  1.2.3 Project Meeting with Client  1.2.4 Project Proposal Drafting  1.2.5 SOP Progression  1.2.6 Objective Progression  1.2.7 Wireframe Progression  1.2.8 Project Proposal Editing  1.2.9 Deliverable: Project Proposal Submission  1.2.10 Project Proposal Revision  1.2.11 Milestone: Project Proposal Approval |
| 1.3 Systems Analysis and Design | 1.3.1 Project Meeting with Members  1.3.2 Project Meeting with Advisor  1.3.3 Project Meeting with Client  1.3.4 Deliverable: System Design  1.3.5 System Design Editing  1.3.6 System Design Submission  1.3.7 System Prototype Design  1.3.8 Milestone: System Design Approval |
| 1.4 System Prototype | 1.4.1 Project Meeting with Members  1.4.2 Project Meeting with Advisor  1.4.3 Project Meeting with Client  1.4.4 Deliverable: Working Prototype  1.4.5 Initial Prototype UI/UX  1.4.6 Milestone 1: Release 1 of Working Prototype  1.4. 7 Backend Development  1.4.8 Milestone 2: Release 2 of Working Prototype  1.4.9 Working Prototype Revision  1.4.10 Milestone 3: Release 3 of Working Prototype |
| 1.5 Execution | 1.5.1 Project Meeting with Members  1.5.2 Project Meeting with Advisor  1.5.3 Project Meeting with Client  1.5.4 Verify Use Case Requirements  1.5.5 Procure Hardware/Software Materials  1.5.6 Run the system on browser  1.5.7 Isolated Testing  1.5.8 Promotion/Advertisement  1.5.9 Set up Kiosk for localize deployment  1.5.10 Deploy running system to internal users (ITRO)  1.5.11 Train general users  1.5.12 Deploy whole running system (ITRO/Clients) |
| 1.6 Control | 1.6.1 Project Management  1.6.2 Project Meeting with Members  1.6.3 Project Meeting with Advisor  1.6.4 Project Meeting with Client  1.6.5 Risk Management  1.6.6 Project Maintenance  1.6.7 Update Project Management |
| 1.7 Closeout | 1.7.1. Auditing  1.7.2 Narrative Reports  1.7.3 Update Reports  1.7.4 Gain Formal Acceptance  1.7.5 Archive Files/Documents |

# Tree Structure View

# WBS Dictionary

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| Level | WBS Code | Element Name | WBS Dictionary |
| 1 | 1 | RAMs Corner : ITRO Ticketing System | The name of the project |
| 2 | 1.1 | Initiation | The initial phase of the project where the project idea is developed, and initial planning is done. |
| 3 | 1.1.1 | Initial Planning/Brainstorming | The team comes up with initial ideas and plans for the project. |
| 3 | 1.1.2 | Client Selection | Selecting the client that will benefit from the proposed project |
| 3 | 1.1.3 | Advisor Selection | Selecting the advisor that will provide guidance to the project team. |
| 3 | 1.1.4 | Advisor/Consultant/Client Signed Forms | The necessary forms signed by the advisor, consultant, and client to confirm their participation in the project. |
| 3 | 1.1.5 | Deliverable: Project Idea | The final output of the initiation phase which is: to have a project idea |
| 2 | 1.2 | Planning | The project team develops a course of plan to follow for the project. |
| 3 | 1.2.1 | Project Meeting with Members | The team meets to discuss and plan for the project. This includes the project manager, product owner, scrum master and members. |
| 3 | 1.2.2 | Project Meeting with Advisor | The team meets with the advisor to discuss suggestions and plans for the project. |
| 3 | 1.2.3 | Project Meeting with Client | The team meets the client to discuss necessary details from the Client |
| 3 | 1.2.4 | Project Proposal Drafting | Drafting the outline of the project proposal |
| 3 | 1.2.5 | SOP Progression | Progress for Statement of the Problem |
| 3 | 1.2.6 | Objective Progression | Progress for establishing the objective of the project |
| 3 | 1.2.7 | Wireframe Progression | Progress for creating a low and high-fidelity wireframe |
| 3 | 1.2.8 | Project Proposal Editing | Editing project proposal to better serve the SOP |
| 3 | 1.2.9 | Deliverable: Project Proposal Submission | Output of the planning phase, which is to have a project proposal paper |
| 3 | 1.2.10 | Project Proposal Revision | Revising the project proposal after final review from the advisor, client, and the project manager |
| 3 | 1.2.11 | Milestone: Project Proposal Approval | Milestone of the Planning phase which is to have the proposal approved by the stakeholders |
| 2 | 1.3 | Systems Analysis and Design | The phase where the system is designed |
| 3 | 1.3.1 | Project Meeting with Members | The project team starts the phase with meeting to discuss and plan the system design. |
| 3 | 1.3.2 | Project Meeting with Advisor | The project team meeting with the advisor to discuss improvements in the system design. |
| 3 | 1.3.3 | Project Meeting with Client | The project team meeting with the client to discuss the requirements for system design. |
| 3 | 1.3.4 | Deliverable: System Design | The document that outlines the proposed system's structure and behavior, including its functional and non-functional requirements, data architecture, user interface design, and integration with other systems. |
| 3 | 1.3.5 | System Design Editing | Reviewing and refining the system design to ensure that it meets the client's needs and requirements. |
| 3 | 1.3.6 | System Design Submission | Formally submitting the system design to the client and stakeholders for review and approval. |
| 3 | 1.3.7 | System Prototype Design | Developing a functional prototype of the proposed system to demonstrate its features and functionalities to the client and stakeholders. |
| 3 | 1.3.8 | Milestone: System Design Approval | The stage of the project where the system design is reviewed and approved by the client and stakeholders. |
| 2 | 1.4 | System Prototype | The phase of the project where a functional prototype of the system is developed |
| 3 | 1.4.1 | Project Meeting with Members | The project team starts the phase with meeting to discuss the software and hardware required in creating the system prototype |
| 3 | 1.4.2 | Project Meeting with Advisor | The project team meets with advisor to discuss the suggestions on software and hardware that can be used in creating the system prototype |
| 3 | 1.4.3 | Project Meeting with Client | The project team meets with client to discuss the suggestions on software and hardware that can be used in creating the system prototype and the client’s requirements |
| 3 | 1.4.4 | Deliverable: Working Prototype | The functional prototype of the system that is developed and tested during this phase of the project. |
| 3 | 1.4.5 | Initial Prototype UI/UX | The process of developing the initial user interface and user experience design |
| 3 | 1.4.6 | Milestone 1: Release 1 of Working Prototype | The stage of the project where the first version of the working prototype is released and tested. |
| 3 | 1.4.7 | Backend Development | Developing the backend functionality of the system prototype, including database design and server-side scripting |
| 3 | 1.4.8 | Milestone 2: Release 2 of Working Prototype | The stage of the project where the second version of the working prototype is released and tested |
| 3 | 1.4.9 | Working Prototype Revision | Reviewing and refining the working prototype to ensure that it meets the client's needs and requirements. |
| 3 | 1.4.10 | Milestone 3: Release 3 of Working Prototype | The stage of the project where the final version of the working prototype is released and tested |
| 2 | 1.5 | Execution | The phase of the project where the system is implemented, tested, and deployed. |
| 3 | 1.5.1 | Project Meeting with Members | Regular meetings held with the team |
| 3 | 1.5.2 | Project Meeting with Advisor | Regular meetings held with the team and the advisor to improve the deployed system |
| 3 | 1.5.3 | Project Meeting with Client | Regular meetings held with the client to ensure that the system lives up to the client’s expectation |
| 3 | 1.5.4 | Verify Use Case Requirements | Review and validate use case requirements for the system |
| 3 | 1.5.5 | Procure Hardware/Software Materials | Procure necessary hardware and software materials for the system |
| 3 | 1.5.6 | Run the system on browser | Verify that the system can run on different browser |
| 3 | 1.5.7 | Isolated Testing | Conduct initial testing of the system in an isolated environment |
| 3 | 1.5.8 | Promotion/Advertisement | Develop promotion and advertising materials for the system and make it know to its potential users |
| 3 | 1.5.9 | Set up Kiosk for localize deployment | Set up kiosks for the local deployment of the system within the premise |
| 3 | 1.5.10 | Deploy running system to internal users (ITRO) | Deploy the system to internal ITRO users |
| 3 | 1.5.11 | Train general users | Train internal users on how to use the system effectively and efficiently |
| 3 | 1.5.12 | Deploy whole running system (ITRO/Clients) | Deploy the running ITRO system to both ITRO and clients |
| 2 | 1.6 | Control | The phase where the project is already deployed and is under provision |
| 3 | 1.6.1 | Project Management | The process of leading, planning, organizing, and controlling resources to achieve specific goals and meet specific success criteria for the project. This element includes the development and management of project plans, schedules, budgets, and resources, as well as the monitoring and control of project performance to ensure that project goals are achieved. It also involves communication and coordination with stakeholders, risk management, and project team management. |
| 3 | 1.6.2 | Project Meeting with Members | Project management phase kicks off with the meeting with the project team members to discuss project status, issues, and tasks |
| 3 | 1.6.3 | Project Meeting with Advisor | Meeting with the project advisor to discuss project status, issues, and tasks and how to possibly resolve them |
| 3 | 1.6.4 | Project Meeting with Client | Meeting with the project advisor to discuss project status, issues, and tasks and how to possibly resolve them |
| 3 | 1.6.5 | Risk Management | Identifying, assessing, and controlling risks that could affect the project's objectives, scope, schedule, or budget. |
| 3 | 1.6.6 | Project Maintenance | The ongoing process of maintaining and updating the project deliverables, documentation, and artifacts to ensure that they remain relevant, accurate, and up to date |
| 3 | 1.6.7 | Update Project Management | The process of reviewing and updating the project management plan, schedules, and budgets to reflect changes in project scope, requirements, or risks. |
| 2 | 1.7 | Closeout | The phase where the project is nearly, if not done already, and is deployable and can be handled by the client with less-to-no interference from the team |
| 3 | 1.7.1 | Auditing | Examining and verifying the project deliverables, documentation, and artifacts to ensure that they conform to the project requirements and quality standards. This element involves conducting reviews, inspections, and testing of project deliverables and documentation, as well as documenting and reporting the audit results. |
| 3 | 1.7.2 | Narrative Reports | Preparing and submitting project reports that document the project's progress, achievements, challenges, and lessons learned. |
| 3 | 1.7.3 | Update Reports | Reviewing and updating project reports to reflect changes in project status, achievements, or challenges. This |
| 3 | 1.7.4 | Gain Formal Acceptance | Obtaining formal acceptance of the project deliverables and documentation from the project sponsor or client or the stakeholders. |
| 3 | 1.7.5 | Archive Files/Documents | Organizing and storing project files, documents, and artifacts in a secure and accessible manner for future reference or use. |

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# Glossary of Terms

Level of Effort: Level of Effort (LOE) is how much work is required to complete a task.

WBS Code: A unique identifier assigned to each element in a Work Breakdown Structure for the purpose of designating the elements hierarchical location within the WBS.

Work Package: A Work Package is a deliverable or work component at the lowest level of its WBS branch.

WBS Component: A component of a WBS which is located at any level. It can be a Work Package or a WBS Element as there's no restriction on what a WBS Component is.

WBS Element: A WBS Element is a single WBS component, and its associated attributes located anywhere within a WBS. A WBS Element can contain work, or it can contain other WBS Elements or Work Packages.

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