WORK BREAKDOWN STRUCTURE (WBS)

RAMKOLEK: DOCUMENT MANAGEMENT SYSTEM FOR PROJECT DOCUMENTATION PAPERS SUBMISSION

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Introduction

Ramkolek is a web-based document management system that aims to serve as a portal for students to submit their project documentations. To ensure effective project management, a Work Breakdown Structure is included among the documents to be delivered with the system. The WBS defines the scope and outlines the various components throughout the project phases that must be completed.

This WBS follows the Project Management Body of Knowledge (PMBOK) project life cycle. The Ramkolek project's components are divided into the five PMBOK life cycle phases: initiation, planning, execution, control, and closing. Each phase is further broken down into smaller components in tasks and work packages. In addition to the PMBOK life cycle, the execution phase incorporates Agile methodology, using sprints to align with scrum practices for the system's development.

OUTLINE VIEW

The outline view of the Ramkolek web application provides a clear and summarized high-level overview of the project's development. As presented below, the components are presented in a structured and indented list. Each item is numbered uniquely for identification and indented to represent the component's relationships as either parent or child.

1. Ramkolek:

- 1.1 Initiation
 - 1.1.1 Study the Current Project Paper Submission Process
 - 1.1.2 Develop the Business Case
 - 1.1.3 Develop the Project Charter
 - 1.1.4 Develop Stakeholder Analysis
 - 1.1.5 Develop Stakeholder Management Strategy

2.1 Planning

- 2.1.1 Develop the Work Breakdown Structure
- 2.1.2 Develop the Scope Management Plan
- 2.1.3 Develop the Schedule Management Plan
- 2.1.4 Develop the Cost Management Plan
- 2.1.5 Develop the Work Packages
- 2.1.6 Develop the Human Resources Plan
- 2.1.7 Develop the Change Management Plan
- 2.1.8 Develop the Communication Management Plan
- 2.1.9 Develop the Quality Management Plan
- 2.1.10 Develop the Risk Management Plan
- 2.1.11 Develop the Procurement Management Plan

- 2.1.12 Develop the Implementation Plan
- 2.1.13 Design System
- 3.1 Execution
 - 3.1.1 Develop System
 - 3.1.1.1 Sprint 01
 - 3.1.1.1.1 User Authentication
 - 3.1.1.1.2 Project Submission Form
 - 3.1.1.1.3 Proofreading Request Form
 - 3.1.1.2 Sprint 02
 - 3.1.1.2.1 Roles and Permissions
 - 3.1.1.2.2 System Notifications
 - 3.1.1.2.3 Submission and Request Form Approval
 - 3.1.1.3 Sprint 03
 - 3.1.1.3.1 User Dashboard
 - 3.1.1.3.2 Report Generation
- 4.1 Control
 - 4.1.1 Project Progress Tracking
 - 4.1.2 User Acceptance Testing
- 5.1 Closeout
 - 5.1.1 Documents Compilation and Finalization
 - 5.1.2 Project Handover and Acceptance
 - 5.1.3 Closure Meeting

HIERARCHICAL STRUCTURE

Like the outline view, the hierarchical structure presents the project's overview but does not use an indented list. Instead, the hierarchical structure uses a table with three columns to represent the level, number code, and name of each component.

Level	WBS Code	Element Name		
1	1	Ramkolek		
2	1.1	Initiation		
3	1.1.1	Study the Current Project Paper Submission Process		
3	1.1.2	Develop the Business Case		
3	1.1.3	Develop the Project Charter		
3	1.1.4	Develop Stakeholder Analysis		
2	2.1	Planning		
3	2.1.1	Develop the Work Breakdown Structure		
3	2.1.2	Develop the Scope Management Plan		
3	2.1.3	Develop the Schedule Management Plan		
3	2.1.4	Develop the Cost Management Plan		
3	2.1.5	Develop the Work Packages		
3	2.1.6	Develop the Human Resources Plan		
3	2.1.7	Develop the Change Management Plan		
3	2.1.8	Develop the Communication Management Plan		
3	2.1.9	Develop the Quality Management Plan		
3	2.1.10	Develop the Risk Management Plan		
3	2.1.11	Develop the Procurement Management Plan		
3	2.1.12	Develop the Implementation Plan		
3	2.1.13	Design System		
2	3.1	Execution		
3	3.1.1	Develop System		
4	3.1.1.1	Sprint 01		
5	3.1.1.1.1	User Authentication		
5	3.1.1.1.2	Project Submission Form		
5	3.1.1.1.3	Proofreading Request Form		
4	3.1.1.2	Sprint 02		
5	3.1.1.2.1	Roles and Permissions		
5	3.1.1.2.2	System Notifications		
5	3.1.1.2.3	Submission and Request Form Approval		
4	3.1.1.3	Sprint 03		
5	3.1.1.3.1	User Dashboard		
5	3.1.1.3.2	Report Generation		
2	4.1	Control		
3	4.1.1	Project Progress Tracking		
3	4.1.2	User Acceptance Testing		
2	5.1	Closeout		

3	5.1.1	Documents Compilation and Finalization	
3	5.1.2	Project Handover and Acceptance	
3	5.1.3	Closure Meeting	

TABULAR VIEW

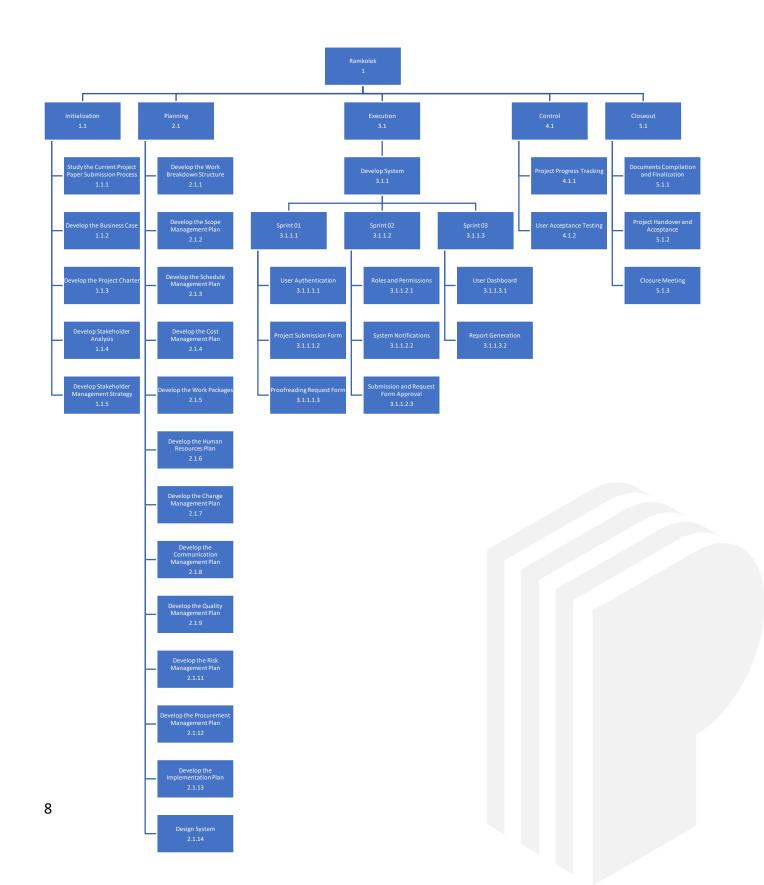
The tabular view, like the hierarchical structure, uses a table to provide the overview of the project. This table divides the project according to the level of the component, which makes it easier to view the components of the same level grouped together in relation to the parent component.

Level 1	Level 2	Level 3		Level 4	Level 5
1 Ramkolek	1.1 Initiation	1.1.2 1.1.3 1.1.4 1.1.5	Study the Current Project Paper Submission Process Develop the Business Case Develop the Project Charter Develop Stakeholder Analysis Develop Stakeholder Management Strategy		
	2.1 Planning	2.1.11	Develop the Work Breakdown Structure Develop the Scope Management Plan Develop the Schedule Management Plan Develop the Cost Management Plan Develop the Work Packages Develop the Human Resources Plan Develop the Change Management Plan Develop the Communication Management Plan Develop the Quality Management Plan Develop the Risk Management Plan Develop the Procurement Management Plan Develop the Procurement Management Plan Develop the Inplementation Plan Develop the		

3.1 Execution	3.1.1	Develop System	3.1.1.1	Sprint 01	3.1.1.3.2	User
3.1 Excedion		. ,	3.1.1.2	Sprint 02		Authentication
			3.1.1.3	Sprint 03	3.1.1.3.3	Project
				3		Submission
						Form
					3.1.1.3.4	Proofreading
						Request Form
					3.1.1.1.1	Roles and
						Permissions
					3.1.1.1.2	System
						Notifications
					3.1.1.1.3	Submission
						and Request
						Form Approval
					3.1.1.1.1	User
						Dashboard
					3.1.1.1.2	Report
						Generation
4.1 Control	4.1.1	Project Progress Tracking				
	4.1.2	User Acceptance Testing				
5.1 Closeout	5.1.1	Documents Compilation		•		
		and Finalization				
	5.1.2	Project Handover and				
		Acceptance				
	5.1.3	Closure Meeting				

TREE STRUCTURE VIEW

Moving away from lists and tables, the tree structure view is the project plan overview in the form of a visual representation to make the understanding of the project components and relationships more intuitive. Each component is represented by a node. High level components are placed higher on the tree and connect to the lower levels through branches.



WBS DICTIONARY

The WBS Dictionary contains all the details of the WBS which are necessary to successfully complete the project. Most importantly it contains a definition of each Work Package which can be thought of as a mini scope statement.

Level	WBS Code	Element Name	Definition
1	1	Ramkolek Web Application	All work to implement a new
			document management system.
2	1.1	Initiation	The work to initiate the project.
3	1.1.1	Study the Current Project Paper	Investigate the current process being
		Submission Process	used for project documentation
			submission by interviewing the
			stakeholders and the client.
3	1.1.2	Develop the Business Case	
3	1.1.2	Develop Project Charter	Project Manager to develop the
			Project Charter.
3	1.1.3	Deliverable: Submit Project	Project Charter is delivered to the
		Charter	Project Sponsor.
3	1.1.4	Project Sponsor Reviews Project	Project sponsor reviews the Project
		Charter	Charter.
3	1.1.5	Project Charter	The Project Sponsor signs the Project
		Signed/Approved	Charter which authorizes the Project
			Manager to move to the Planning
			Process.
2	1.2		The work for the planning process for
		Planning	the project.
3	1.2.1	Create Preliminary Scope	Project Manager creates a Preliminary
		Statement	Scope Statement.
3	1.2.2		The Project Manager determines the
			project team and requests the
		Determine Project Team	resources.
3	1.2.3		The planning process is officially
			started with a project kickoff meeting
			which includes the Project Manager,
			Project Team and Project Sponsor
		Project Team Kickoff Meeting	(optional).
3	1.2.4		Under the direction of the Project
			Manager the team develops the
_	_	Develop Project Plan	project plan.
3	1.2.5		Project Manager submits the project
		Submit Project Plan	plan for approval.

3 1.2.6 The project plan is approved and the Project Manager has permission to proceed to execute the project according to the project plan. 2 1.3 Execution Work involved to execute the project. 3 1.3.1 Project Kickoff Meeting Project Manager conducts a formal kick off meeting with the project team, project stakeholders and project sponsor. 3 1.3.2 The original user requirements is reviewed by the project manager and team, then validated with the users/stakeholders. This is where additional clarification may be needed. 3 1.3.3 The technical resources design the new widget management system. 3 1.3.4 The procurrement of all hardware, software and facility needs for the project. 3 1.3.5 Team installs a development system for testing and customizations of user interfaces. 3 1.3.6 Testing Phase The system is tested with a select set of users. 3 1.3.7 The actual system is installed and configured. 3 1.3.8 All users are provided with a nadditional two hours training class. Additionally, managers are provided with an additional two hours class to cover advanced reporting. 3 1.3.9 Go Live System goes live with all users. 2 1.4 Overall project management for the project. 3				_
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2 1.4 The work involved for the control process of the project. 3 1.4.1 Overall project management for the project.			User Training	advanced reporting.
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3 1.4.1 Overall project management for the project.	2	1.4		The work involved for the control
Project Management project.			Control	process of the project.
	3	1.4.1		Overall project management for the
3 1.4.2 Project Status Meetings Weekly team status meetings.			Project Management	project.
	3	1.4.2	Project Status Meetings	Weekly team status meetings.

3	1.4.3	Dick Managament	Risk management efforts as defined in
2	1.4.4	Risk Management	the Risk Management Plan.
3	1.4.4	Undata Draiget Managament	Project Manager updates the Project
		Update Project Management Plan	Management Plan as the project
2	1.5		progresses.
3		Closeout	The work to close-out the project.
3	1.5.1		An audit of all hardware and software
			procured for the project, ensures that
			all procured products are accounted
		Audit Dassussant	for and in the asset management
2	4.5.2	Audit Procurement	system.
3	1.5.2		Project Manager along with the
			project team performs a lessons
		B	learned meeting and documents the
	4.5.0	Document Lessons Learned	lessons learned for the project.
3	1.5.3		All files and records are updated to
			reflect the widget management
	4 = 4	Update Files/Records	system.
3	1.5.4		The Project Sponsor formally accepts
			the project by signing the acceptance
		Cair Farmal Association	document included in the project
	4 5 5	Gain Formal Acceptance	plan.
3	1.5.5	Analaina Filas/Danmanta	All project related files and
	NA/DC	Archive Files/Documents	documents are formally archived.
Level	WBS	Flaces of Name	Definition
1	Code	Element Name	A decreased as a few for
1	1	B 1 1 1	A document management system for
		Ramkolek	project paper submission.
2	1.1	Initiation	Work involved in initiating the project
3	1.1.1	Study the Current Project Paper	Research on the business processes
_		Submission Process	for paper submission.
3	1.1.2	Develop the Business Case	Development of the Business case.
3	1.1.3	Develop the Project Charter	Development of the project charter
3	1.1.4	Develop Stakeholder Analysis	Analysis the stakeholders.
2	2.1	Planning	Work involved to planning the project.
3	2.1.1	Develop the Work Breakdown	Creation of the WBS on open project
		Structure	and as a document.
3	2.1.2	Develop the Scope	Development of the scope
		Management Plan	management plan

3	2.1.3	Develop the Schedule	Development of the schedule
		Management Plan	management plan.
3	2.1.4	Develop the Cost Management	Development of the cost management
		Plan	plan.
3	2.1.5		Development of the work packages
		Develop the Work Packages	document.
3	2.1.6	Develop the Human Resources	Development of the human resources
		Plan	plan.
3	2.1.7	Develop the Change	Development of the change
		Management Plan	management plan.
3	2.1.8	Develop the Communication	Development of the communication
		Management Plan	management plan.
3	2.1.9	Develop the Quality	Development of the quality
		Management Plan	management plan.
3	2.1.10	Develop the Risk Management	Development of the risk management
		Plan	plan.
3	2.1.11	Develop the Procurement	Development of the procurement
		Management Plan	management plan.
3	2.1.12	Develop the Implementation	Development of the implementation
		Plan	plan.
3	2.1.13		Designing the architecture and UI of
		Design System	the system.
2	3.1	Execution	Work involved to execute the project.
3	3.1.1	Develop System	Development of the system.
4	3.1.1.1	Sprint 01	The first sprint for development.
5	3.1.1.1.1	User Authentication	Login and account authentication.
5	3.1.1.1.2	Project Submission Form	Form to submit project papers.
5	3.1.1.1.3		The form for requesting proofreading
		Proofreading Request Form	for project papers.
4	3.1.1.2	Sprint 02	The seconds sprint for development.
5	3.1.1.2.1	Roles and Permissions	Access restriction for features.
5	3.1.1.2.2		User notifications for changes in the
		System Notifications	submissions and requests.
5	3.1.1.2.3	Submission and Request Form	The approval process for the forms.
		Approval	
4	3.1.1.3	Sprint 03	The third sprint for development.
5	3.1.1.3.1	User Dashboard	A dashboard with analytics widgets.
5	3.1.1.3.2		The report generation feature of the
		Report Generation	system.

2	4.1	Control	The work involved for the control process of the project.
3	4.1.1	Project Progress Tracking	Monitoring of the project's milestones and schedule adherence.
3	4.1.2		Users test the final version of the
		User Acceptance Testing	system.
2	5.1	Closeout	The work to close-out the project.
3	5.1.1	Documents Compilation and Finalization	Organizing and final checking of documents.
3	5.1.2	Project Handover and	Transferring custody of project
		Acceptance	resources to the client.
3	5.1.3		A meeting to discuss the project and
		Closure Meeting	review the outcomes.

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.