**Work Breakdown Structure (WBS)**

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**Technological modernisation of software, hardware systems and Design, implementation of a modern website at Boutique Build Australia**

IT Biz Solutions

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**Date**

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# Introduction

The Work Breakdown Structure presented here represents all the work required to complete the Technological modernisation of software, hardware systems and Design, implementation of a modern website at Boutique Build Australia project.

# Outline View

1. Modernisation of systems and Building a modern Website
   1. Initiation
      1. Evaluation & Recommendations
      2. Develop Project Charter for each project
      3. Submit Project Charter for both projects
      4. Project Sponsor Reviews Project Charter
      5. Project Charter Signed/Approved
   2. Planning
      1. Create Preliminary Scope Statement
      2. Determine Project Team for each project
      3. Team Modernisation of systems Kickoff Meeting
      4. Team Building a Modern website Kickoff Meeting
      5. Develop Project Plan for both projects
      6. Submit Project Plan
      7. Project Plan Approval
   3. Execution
      1. Team Modernisation of systems Kickoff Meeting
         1. Implementation of new IT infrastructure to the cloud
            1. Research cloud platform providers
            2. Choose a provider that guarantees scalability, support, and security within your budget
            3. Track All changes that affect scope and budget
            4. Review and validate with the client
            5. Sign compliance certificate
            6. Sign a contract with the provider
            7. Evaluate databases in the legacy system
            8. Evaluate core applications and technical requirements
            9. Evaluate available plans and configurations
            10. Evaluate available infrastructure configurations
            11. Evaluate scalability and security options
            12. Select the most appropriate infrastructure and configuration
            13. Acquire necessary licenses
            14. Review and validate with the client
            15. Sign compliance certificate
            16. Create backups of legacy databases
            17. Normalize data in legacy databases
            18. Migrate databases to the cloud platform
            19. Validate and test migrated data to the cloud
            20. Configure the cloud infrastructure
            21. Configure scalability and fault tolerance mechanisms
            22. Perform infrastructure testing
            23. Analyse core application performance
            24. Design native versions of core applications
            25. Review and validate with the client
            26. Sign compliance certificate
            27. Develop core applications on the cloud
            28. Deploy core applications in the cloud
            29. Perform functional and performance tests
            30. Apply security configurations suggested by the vendor
            31. Perform testing and adjust
         2. New work devices and implement remote access tools
            1. Research enterprise equipment providers in the area
            2. Choose the provider that guarantees availability, uptime, and support
            3. Review and validate with the client
            4. Track All changes that affect scope and budget
            5. Sign compliance certificate
            6. Sign a contract with the provider
            7. Evaluate available hardware configurations
            8. Select hardware configurations
            9. Select the most reputable VPN provider available in the region
            10. Review and validate with the client
            11. Sign compliance certificate
            12. Sign a contract with the provider
            13. Configure access control and authentication
            14. Test remote connectivity
            15. Distribute and configure new work devices
            16. Receive and inventory work devices
            17. Install the operating system, corporate software, and security tools
            18. Distribute work devices to staff
         3. Staff training and documentation
            1. Design training by modules and include didactic information for easy understanding
            2. Prepare training sessions, user manuals, and reference guides
            3. Organize training sessions
            4. Conduct training sessions
            5. Collect feedback
      2. Team Building a Modern website Kickoff Meeting
         1. Sprint Planning
            1. Define product backlog
            2. Create story points, prioritize tasks, and estimate effort
            3. Plan Sprints
            4. Define objectives
            5. Define Sprint durations
            6. Define deliverables
            7. Research appropriate technologies and frameworks for the project
            8. Design a connection to the cloud database
            9. Create web mock-ups and adjust them with the client
            10. Perform proofs of concept and connection to the cloud database
            11. Choose technologies and frameworks
            12. Review and validate with the client
            13. Sign a compliance certificate
            14. Acquire licenses
            15. Sign agreements with suppliers
         2. Sprint Execution (Iteration)

Daily Scrum meetings

UI/UX Design

Frontend Development

Backend Development

Functionality and usability testing

Review with the client

Track All changes that affect scope and budget

Track resource allocation

* + - * 1. Sprint Review & Product Demo

Present Sprint results to the client

Collect feedback and list requested changes

* + - * 1. Sprint Retrospective

Analyse team performance Development

Identification of improvements for the next Sprint

* + - 1. Final Integration and Deployment

Final site testing

Final client approval

* + - * 1. Deploy of the site to production
        2. Apply security policies
        3. Perform general and security testing
      1. Documentation and training
         1. Create and deliver technical documentation, user manuals, and site administration
         2. Training the client's marketing team
      2. Develop Building website closure
  1. Control
     1. Project Management Modernisation of systems
     2. Project Management Building a Modern website
     3. Project Status Meetings Modernisation of systems
     4. Project Status Meetings Building a Modern website
     5. Risk Management Modernisation of systems
     6. Risk Management Building a Modern website
     7. Update Project Management Plan Modernisation of systems
     8. Update Project Management Plan Building a Modern website
  2. Closeout project
     1. Audit Procurement
     2. Audit Security Policies
     3. Document Lessons Learned
     4. Update Files/Records
     5. Gain Formal Acceptance
     6. Archive Files/Documents

# WBS Dictionary

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| --- | --- | --- | --- |
| **Level** | **WBS Code** | **Element Name** | **Definition** |
| 1 | 1 | Modernisation of systems and Building a modern Website | Overall project that integrates IT systems modernisation and the design, implementation of a modern corporate website. Includes initiation, planning, execution, control, and closeout activities. |
| 2 | 1.1 | Initiation | Defines the project’s foundation, objectives, and approval to proceed. Includes evaluation, recommendations, and development of project charters. |
| 3 | 1.1.1 | Evaluation & Recommendations | Conducts feasibility analysis, identifies current gaps in IT systems and web presence, and proposes modernization approaches. Includes work hours for all project team members. |
| 3 | 1.1.2 | Develop Project Charter for each project | Creation of formal project charters authorizing resources and defining scope, goals, risks, and assumptions for both the systems and website projects. |
| 2 | 1.2 | Planning | Establishes the roadmap for execution. Includes defining scope, identifying resources, kickoff meetings, and developing a consolidated project plan. |
| 3 | 1.2.1 | Create Preliminary Scope Statement | Develops initial scope boundaries for both projects, identifying deliverables, exclusions, and assumptions. |
| 3 | 1.2.2 | Determine Project Team for each project | Assigns roles and responsibilities across both initiatives. Includes allocation of staff, project manager, technical leads, and developers. |
| 3 | 1.2.3 | Team Modernisation of systems Kickoff Meeting | Initial meeting to align stakeholders and team members for the system modernization project. |
| 3 | 1.2.4 | Team Building a Modern website Kickoff Meeting | Initial meeting to align stakeholders and team members for the website project. |
| 3 | 1.2.5 | Develop Project Plan for both projects | Consolidated planning including scope, schedule, cost baseline, risk management, communication plan, and quality baseline. |
| 2 | 1.3 | Execution | Execution of both projects, delivering IT modernization and a modern website. Involves infrastructure deployment, device rollout, sprint-based website development, and training. |
| 3 | 1.3.1 | Team Modernisation of systems Kickoff Meeting | Official start of execution phase for IT modernization. Aligns tasks, resources, and schedules. |
| 4 | 1.3.1.1 | Implementation of new IT infrastructure to the cloud | Deploys a scalable and secure cloud infrastructure including core applications, databases, and fault-tolerant services. |
| 4 | 1.3.1.2 | New work devices and implement remote access tools | Distribution of configured devices (laptops, workstations) and secure remote access tools for staff connectivity. |
| 3 | 1.3.2 | Team Building a Modern website Kickoff Meeting | Official start of execution for the website development project, introducing the Scrum-based workflow. |
| 4 | 1.3.2.2 | Sprint Execution (Iteration) | Iterative development cycles for website features (design, functionality, UX/UI). Regular review and refinement included. |
| 4 | 1.3.2.4 | Documentation and training | Prepares user manuals, technical documentation, and conducts staff training to ensure adoption and operational continuity. |
| 4 | 1.3.2.5 | Develop Building website closure | Final deliverables for website completion including performance validation, brand alignment, and approval for release. |
| 2 | 1.4 | Control | Monitoring and controlling both projects through reporting, status meetings, risk management, and project plan updates. |
| 3 | 1.4.1 | Project Management Modernisation of systems | Oversight of the modernization project ensuring alignment with scope, schedule, and cost baselines. |
| 3 | 1.4.2 | Project Management Building a Modern website | Oversight of the website project ensuring progress and quality standards are met. |
| 3 | 1.4.3 | Project Status Meetings Modernisation of systems | Regular meetings to review progress, risks, and dependencies for the systems project. |
| 3 | 1.4.4 | Project Status Meetings Building a Modern website | Regular meetings to review progress, risks, and dependencies for the website project. |
| 3 | 1.4.5 | Risk Management Modernisation of systems | Identification, monitoring, and mitigation of risks for the systems modernization. |
| 3 | 1.4.6 | Risk Management Building a Modern website | Identification, monitoring, and mitigation of risks for the website development. |
| 3 | 1.4.7 | Update Project Management Plan Modernisation of systems | Ongoing adjustments to the project plan reflecting changes in scope, risks, or timelines. |
| 3 | 1.4.8 | Update Project Management Plan Building a Modern website | Ongoing adjustments to the project plan reflecting changes in scope, risks, or timelines. |
| 2 | 1.5 | Closeout project | Formal closure of the projects. Includes audits, lessons learned, acceptance, and archiving. |
| 3 | 1.5.1 | Audit Procurement | Review and confirm that all procurement processes were followed and deliverables received. |
| 3 | 1.5.2 | Audit Security Policies | Validate that implemented solutions comply with corporate security policies and standards. |
| 3 | 1.5.3 | Document Lessons Learned | Capture successes, challenges, and recommendations for future projects. |
| 3 | 1.5.4 | Update Files/Records | Ensure all project documentation is complete and updated for historical reference. |
| 3 | 1.5.5 | Gain Formal Acceptance | Secure official approval from stakeholders for completed deliverables. |
| 3 | 1.5.6 | Archive Files/Documents | Archive all project records and documentation for compliance and reference. |

# PERT matrix Chart activities

Refer to **ICTPMG613\_AssessmentTask\_Manuel\_S\_Perez\_E-Pert\_Chart.xlsx**

1. Develop Project Charter

2. Submit Project Charters

3. Review and approve Project Charters

4. Create Preliminary Scope Statement

5. Determine project teams

6. Conduct kickoff meetings

7. Develop comprehensive project plans

8. Submit and approve project plans

9. Research cloud platform providers

10. Select cloud provider and sign contract

11. Evaluate legacy databases and core applications

12. Evaluate infrastructure configurations and scalability options

13. Select cloud infrastructure configuration

14. Acquire necessary licenses

15. Create and validate legacy database backups

16. Normalise and prepare data for migration

17. Migrate databases to the cloud

18. Validate and test migrated data

19. Configure cloud infrastructure

20. Implement scalability and fault tolerance

21. Test cloud infrastructure

22. Design native versions of core applications

23. Develop and deploy core applications to cloud

24. Perform performance and functional testing

25. Apply vendor-recommended security configurations

26. Conduct system-wide testing and make adjustments

27. Research hardware providers

28. Select hardware provider and sign contract

29. Evaluate and select hardware configurations

30. Select and contract VPN provider

31. Configure access control and authentication

32. Test remote connectivity

33. Receive and inventory new work devices

34. Install OS, software, and security tools

35. Distribute and configure devices for staff

36. Design modular training programs

37. Prepare user manuals and reference guides

38. Organise and conduct training sessions

39. Collect and evaluate feedback

40. Define product backlog and story points

41. Prioritise tasks and estimate effort

42. Plan Sprints and define goals

43. Research technologies and frameworks

44. Design database connection

45. Design web mockups and adjust with client

46. Choose technologies and acquire licenses

47. UI/UX design

48. Frontend development

49. Backend development

50. Functionality and usability testing

51. Track changes and resource allocation

52. Present Sprint results to client

53. Collect feedback and list changes

54. Analyse Sprint performance and identify improvements

55. Conduct final testing

56. Obtain final client approval

57. Deploy site to production

58. Apply security policies

59. Perform security and general testing

60. Create technical documentation and user guides

61. Train client’s marketing team

62. Close website development project

63. Hold status meetings for both projects

64. Perform risk management activities

65. Update project management plans

66. Audit procurement and security policies

67. Document lessons learned

68. Update and archive project files

69. Gain formal acceptance from client