Work Break Down Schedule

Written by: Nikkolas Diehl – 14/09/2018

1. **Project Initiation**
   1. Write business case
   2. Write team contract for our project team
      1. Discuss contract details; how we’re working, what we’re individually working on and when we should complete it by.
      2. Agree on team hierarchy.
         1. Agree on team leader and lower level members
         2. Agree on team contact details
         3. Agree on how we’re contacting each other and setup contact system
   3. Write project charter for our project
   4. Research work to identify the selection criteria
      1. Look into cost maximum and minimum for selection criteria
      2. Look into yearly cost of students and system as a whole for selection criteria
      3. Research our given requirements for selection criteria
   5. Establish wiki content requirements
   6. Identify Stakeholders
   7. Conduct a kick off meeting
   8. Group meeting to discuss selection criteria
      1. Discuss costs and calculate best budget to work from for selection criteria
   9. Get feedback from the client on selection criteria
      1. Ask about costs for selection criteria
      2. Ask about ROI for selection criteria
   10. Get feedback from the client on work criteria
       1. Ask client about documents needed to be written
2. **Project Planning**
   1. Select a group of possible PMS systems to use
      1. Research PMS systems
      2. Select all possible PMS systems that fit our selection criteria
      3. Narrow selection down for maximum and minimum costs per year
      4. Narrow selection down based on minimum ROI
   2. Calculate financial report for PMS system’s
      1. Calculate yearly costs whilst considering the yearly increase of specific costs such as internet costs.
      2. Calculate the ROI of our chosen PMS system
   3. Define the chosen PMS systems from the given list that will be used for the project
   4. Gather stakeholder information
      1. Conduct client meetings and stakeholder meetings to gather information on requests, requirements and criteria
      2. Develop stakeholder registry
      3. Develop stakeholder management plan
   5. Conduct client meeting to present newly calculated data and ask about chosen PMS system
   6. Identify risks and create both a risk register, and an issue log
3. **Project Design**
   1. Create scope statement
      1. Set requirements and separate them into functional and non-functional requirements
      2. Establish project deliverables for clients and stakeholders
   2. Create work breakdown schedule using already created and planned documents
   3. Create project schedule
      1. Create Gantt Chart
      2. Create networking diagram
      3. Create milestone report
      4. Create communication plan
   4. Gather all written documents and collect them on then wiki in a presentation state ready for implementation
   5. Conduct a group meeting and client meeting
   6. Establish wiki design
      1. Create first design of page layout
      2. Setup layout and navigation plan
      3. Decide on a consistent format used for the wiki
   7. Create comparison document
      1. Show key positives and negatives of PMS systems not in use such as Microsoft project manager
      2. Show key positives and negatives for the replacement PMS system
4. **Project Execution**
   1. Use project management plan to start executing project and PMS system
   2. Conduct client meeting
      1. Request any changes for requirements and or criteria
   3. Create issue log version two
   4. Use given information from design phase and conception phase to start implementation of said data
   5. Start creating wiki for presentation