**Deliverable-Based WBS**

**PMI St. Louis Conference 2024**

1.1 Conference Planning

1.1.1 Project Management

1.1.1.1 Project Charter Development

1.1.1.2 Risk Analysis

1.1.1.3 Financial Planning

1.1.1.4 Milestone Planning

1.1.2 Stakeholder Management

1.1.2.1 Identification of Stakeholders

1.1.2.2 Communication Plan Development

1.1.2.3 Volunteer Coordination

1.1.2.4 Business Sponsor Liaison

1.2 Conference Infrastructure

1.2.1 Venue and Logistics

1.2.1.1 Venue Confirmation (D:6)

1.2.1.2 Catering Arrangements (D:6)

1.2.1.3 Audio/Visual Setup (D:6)

1.2.2 Technology Implementation

1.2.2.1 Conference Website Development (D:1)

1.2.2.2 Attendee Registration System (D:4)

1.2.2.3 Exhibitor Management System (D:5)

1.3 Conference Content

1.3.1 Program Development

1.3.1.1 Event Schedule Creation (D:2)

1.3.1.2 Workshop Material Design (D:3)

1.3.1.3 Speaker Coordination

1.3.2 Material Production

1.3.2.1 Presentation Materials and Handouts (D:2)

1.3.2.2 Conference Badges and Printed Materials

1.4 Conference Execution

1.4.1 Registration Management

1.4.1.1 Attendee Registration and Payment Processing (D:4)

1.4.1.2 On-site Check-in Coordination

1.4.2 Event Management

1.4.2.1 Keynote and Session Facilitation

1.4.2.2 Workshop Execution (D:3)

1.4.2.3 Social Event Organization

1.5 Post-Conference Activities

1.5.1 Feedback Collection

1.5.1.1 Post-Event Surveys Distribution

1.5.2 Reporting

1.5.2.1 Final Financial Report (D:6)

1.5.2.2 Project Evaluation and Closure

**Activity Task WBS for Project Schedule**

1 Project Initiation

1.1 Develop Project Charter

1.2 Stakeholder Identification

1.3 Project Kick-off Meeting

2 Planning

2.1 Develop Work Breakdown Structure (WBS)

2.2 Risk Management Planning

2.3 Budget Estimation

2.4 Schedule Development

3 Execution

3.1 Website and Registration System Launch

3.2 Marketing and Sponsorships Campaign Launch

3.3 Venue Confirmation

3.4 Speaker Lineup Confirmed

3.5 Workshop Schedules and Materials Finalized

4 Monitoring and Controlling

4.1 Performance Reporting

4.2 Risk Monitoring

5 Closing

5.1 Attendee Registration Closes

5.2 Final Logistics and Vendor Confirmation

5.3 Conference Opening Ceremony

5.4 Post-Event Surveys Distributed

5.5 Final Financial Report and Evaluation