**Work Breakdown Structure Dictionary**

**(WBS Dictionary)**

**<ReqM Tool>**

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**2019**

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# Introduction

The WBS dictionary is a document that provides detailed deliverable, activity, and scheduling

information about each component in the WBS. The WBS dictionary is a document that supports the WBS. Most of the information included in the WBS dictionary is created by other processes and added to this document at a later stage.

The WBS dictionary and related detailed statements of work provide an identification of the deliverables and a description of the work in each WBS component required to produce each deliverable.

# WBS Dictionary

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 1.1.1 | Evaluation & Recommendations | Gather information around the main idea from the colleagues that are part of 1319 Department |
| 1 | 1.1.2 | Develop Project High Level Specs | Elaborate high-level information into  detailed plans throughout the project  life cycle. |
| 1 | 1.1.3 | High Level Specs Aproved | In the final meeting before KickOff, ensure that all the elements from the WBS are approved by the team. |
| 2 | 1.2.1 | Create Preliminary Scope Statement | The project scope statement is the description of the project scope, major deliverables, assumptions, and constraints |
| 2 | 1.2.2 | Determine Project Team | Estimate the number of people needed for developing the proposed project. Including the number of students. |
| 2 | 1.2.3 | Project Kickoff Meeting | A kickoff meeting is the first meeting with the project team and the project manager. |
| 2 | 1.2.4 | Approve project plan | Final approval from the 1319 Department team members. |
| 2 | 1.2.5 | Develop Project Plan | Project Management Plan will de defined. It includes all the baselines deeded and agreed for this project. |
| 2 | 1.2.6 | Milestones Approved | Review the milestones, and approve them in the final meeting before KoM. |
| 3 | 1.3.1 | Procure Hardware/Software | Before the second week of the Internship Program, procure all the necessary Hardware and Software. |
| 3 | 1.3.2 | Project Kickoff Meeting with students | A kickoff meeting is the first meeting with the project team and the client of the project. This meeting would follow definition of the base elements for the project and other project planning activities. This meeting introduces the members of the project team and the client and provides the opportunity to discuss the role of team member. |
| 3 | 1.3.3 | More functionalities students meeting | After the KoM, hold one meeting with the students, and take in consideration their ideas about the improving and expanding the Project Scope. |
| 3 | 1.3.4 | Design Final System | Prepare all documents needed by the students, and approve/reject their proposals about the expanding the Project Scope. |
| 3 | 1.3.5 | Install Development Tools | Install IDE that is used for programming. |
| 3 | 1.3.6 | Trainings | Ensure that each student is prepared for the assigned task. And if needed, train him about the specific area. |
| 3 | 1.3.7 | Implement modules | Each student need to implement the proposed modules for the project. |
| 2 | 1.3.8 | Integration | Each student need to integrate his/her module on the final project |
| 3 | 1.3.9 | Go Live | Make a short test to ensure that all the functionalities are implemented. |
| 4 | 1.4.1 | Project Status Meetings | Monitor and control  the work of producing the products,  services, or results that the project  was undertaken to produce |
| 5 | 1.5.1 | Short System Test | Perform short test reports, that proves the full code coverage. |
| 5 | 1.5.2 | Final Presentation Meeting | Students need to present their project in front of all colleagues from the department 1319. |

# Glossary

|  |  |  |
| --- | --- | --- |
| Nr Crt | Term | Description |
| 1 | KoM | Kick off Meeting |

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Bogdan Cunita

Project Manager