**Work Breakdown Structure (WBS)**

**Shrine of the Five Wounds: A web-based Church Request Management System**

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# Introduction

The Work Breakdown Structure (WBS) serves as a pivotal tool in the Shrine of The Five Wounds: A Web-Based Church Request Management System project, providing a clear roadmap by breaking down the project into manageable work packages. These packages delineate specific tasks crucial for achieving project objectives. The hierarchical nature of the WBS facilitates the establishment of project schedules, budgets, and resource plans, while also aiding in understanding the interdependencies between various tasks. Moreover, it plays a vital role in project management by enabling progress tracking and identifying potential risks and issues. In essence, the WBS is indispensable for effectively managing and controlling the Shrine of The Five Wounds: A Web-Based Church Request Management System project.

# Outline View

1. Web-Based Church Request Management System
   1. Initiation
      1. Business Case
      2. Project Charter
      3. Project Sponsor Reviews Project Charter
      4. Stakeholder Management Strategy Plan
      5. Final Review
   2. Design
      1. Detailed Requirement Analysis
      2. Design System Architecture
      3. Create Wireframes
      4. System Design Evaluation
   3. Execution on Project Plan
      1. Project Description
      2. Scope Management Plan
      3. Cost Management Plan
      4. Schedule Management Plan
      5. Change Management Plan
      6. Communication Management Plan
      7. Risk Management Plan
      8. Quality Management Plan
      9. Procurement Management Plan
      10. Human Resources Plan
      11. Implementation Plan
      12. Work-Breakdown-Structure
   4. Analysis
      1. Cost Benefit Analysis
      2. Project Risk Analysis
   5. Testing
      1. Website Test
      2. User Acceptance Test
      3. Unit and Integration Testing
   6. Implementation
      1. Define Key Variables
      2. Determine Roles
      3. Determine Responsibilities
      4. Work Delegation
      5. Monitor Progress
      6. User Manual
   7. Project Completion
      1. Finalized Project Deliverables
      2. Confirm Project Completion
      3. Review All Contracts
      4. Review Documentation

# Hierarchical Structure

This hierarchical structure outlines the stages of the Shrine of The Five Wounds: A Web-Based Church Request Management System, a project management system aimed at overseeing violations and monitoring related projects. Starting with initiation, it involves creating a business case and conducting feasibility studies, followed by developing a project charter and plan, analysis, design, testing, implementation, and project closure. Each stage is subdivided, offering detailed tasks and responsibilities. The structure ensures efficient, effective project completion within set timelines and budgets.

|  |  |  |
| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 | Web-Based Church Request Management System |
| 2 | 1.1 | Initiation |
| 3 | 1.1.1 | Business Case |
| 3 | 1.1.2 | Project Charter |
| 3 | 1.1.3 | Project Sponsor Reviews Project Charter |
| 3 | 1.1.4 | Stakeholder Management Strategy Plan |
| 3 | 1.1.5 | Final Review |
| 2 | 1.2 | Design |
| 3 | 1.2.1 | Detailed Requirement Analysis |
| 3 | 1.2.2 | Design System Architecture |
| 3 | 1.2.3 | Create Wireframes |
| 3 | 1.2.4 | System Design Evaluation |
| 2 | 1.3 | Execution on Project Plan |
| 3 | 1.3.1 | Project Description |
| 3 | 1.3.2 | Scope Management Plan |
| 3 | 1.3.3 | Cost Management Plan |
| 3 | 1.3.4 | Schedule Management Plan |
| 3 | 1.3.5 | Change Management Plan |
| 3 | 1.3.6 | Communication Management Plan |
| 3 | 1.3.7 | Risk Management Plan |
| 3 | 1.3.8 | Quality Management Plan |
| 3 | 1.3.9 | Procurement Management Plan |
| 3 | 1.3.10 | Human Resources Management Plan |
| 3 | 1.3.11 | Implementation Plan |
| 3 | 1.3.12 | Work-Breakdown Structure |
| 2 | 1.4 | Analysis |
| 3 | 1.4.1 | Cost Benefit Analysis |
| 3 | 1.4.2 | Project Risk Analysis |
| 2 | 1.5 | Testing |
| 3 | 1.5.1 | Website Testing |
| 3 | 1.5.2 | User Acceptance Test |
| 3 | 1.5.3 | Unit and Integration Testing |
| 2 | 1.6 | Implementation |
| 3 | 1.6.1 | Define Key Variables |
| 3 | 1.6.2 | Determine Roles |
| 3 | 1.6.3 | Determine Responsibilities |
| 3 | 1.6.4 | Work Delegation |
| 3 | 1.6.5 | Monitor Progress |
| 3 | 1.6.6 | User Manual |
| 2 | 1.7 | Project Completion |
| 3 | 1.7.1 | Finalized Project Deliverables |
| 3 | 1.7.2 | Confirm Project Completion |
| 3 | 1.7.3 | Review All Contracts |
| 3 | 1.7.4 | Review Documentations |

# Tabular View

The Tabular View of the Work Breakdown Structure (WBS) offers a structured and concise summary of the project, showcasing all tasks and subtasks in an organized table layout.

|  |  |  |
| --- | --- | --- |
| Level 1 | Level 2 | Level 3 |
| 1 Web-Based Church Request Management System | 1.1 Initiation | 1.1.1 Business Case  1.1.2 Project Charter  1.1.3 Project Sponsor Reviews Project Charter  1.1.4 Stakeholder Management Strategy Plan  1.1.5 Final Review |
| 1.2 Design | 1.2.1 Detailed Requirement Analysis  1.2.2 Design System Architecture  1.2.3 Create Wireframes  1.2.4 System Design Evaluation |
| 1.3 Execution on Project Plan | 1.3.1 Project Description  1.3.2 Scope Management Plan  1.3.3 Cost Management Plan  1.3.4 Schedule Management Plan  1.3.5 Change Management Plan  1.3.6 Communication Management Plan  1.3.7 Risk Management Plan  1.3.8 Quality Management Plan  1.3.9 Procurement Management Plan  1.3.10 Human Resource Plan  1.3.11 Implementation Plan 1.3.12Work-Breakdown-Structure |
| 1.4 Analysis | 1.4.1 Cost Benefit Analysis  1.4.2 Project Risk Analysis |
| 1.5 Testing | 1.5.1 Website Test  1.5.2 User Acceptance Test  1.5.3 Unit and Integration Testing |
|  | 1.6 Implementation | 1.6.1 Define Key Variables  1.6.2 Determine Roles  1.6.3 Determines Responsibilities  1.6.4 Work Delegation  1.6.5 Monitor Progress  1.6.6 User Manual |
|  | 1.7 Project Completion | 1.7.1 Finalized Project Deliverables  1.7.2 Confirm Project Completion  1.7.3 Review All Contracts  1.7.4 Review Documentation |

# Tree Structure View

The Tree Structure view of the Work Breakdown Structure (WBS) presents a visual detail of the project, where tasks and subtasks are detailed as branches on a tree. This format offers clarity regarding the interconnections among various project elements and the structure of tasks.

A screenshot of a computer screen

Description automatically generated

# WBS Dictionary

The Work Breakdown Structure (WBS) dictionary serves as a comprehensive reference document detailing every element within the WBS. It includes essential information such as task or subtask names, associated codes, and brief descriptions.

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 1 | Web-Based Church Management System | All work to implement a new widget management system. |
| **2** | **1.1** | **Initiation** | **The work to initiate the project.** |
| 3 | 1.1.1 | Business Case | A business case is a comprehensive document that outlines the rationale for initiating a particular project or undertaking within a business. |
| 3 | 1.1.2 | Project Charter | A project charter is a formal document that authorizes the existence of a project and provides the project manager with the authority to apply organizational resources to project activities. |
| 3 | 1.3.3 | Project Sponsor Review Project Charter | When a project sponsor reviews a project charter, they typically assess whether the proposed project aligns with the organization's strategic objectives and whether it is viable in terms of resources, budget, and potential benefits. |
| 3 | 1.1.4 | Stakeholder Management Strategy Plan | The paper contains key information regarding the project’s stakeholders, including their objectives, requirements, and interests concerning the system being developed. |
| 3 | 1.1.5 | Final Review | The final review of a document involves a thorough examination to ensure accuracy, completeness, and compliance with standards or requirements. |
| **2** | **1.2** | **Design** | **The final review of a document involves a thorough examination to ensure accuracy, completeness, and compliance with standards or requirements.** |
| 3 | 1.2.1 | Detailed Requirement Analysis | Detailed requirement analysis is a crucial phase in the software development lifecycle, where the project team thoroughly examines and documents the needs, expectations, and constraints of stakeholders to inform the design and implementation of the system. |
| 3 | 1.2.2 | Design System Architecture | A design system architecture provides a blueprint for building scalable, reliable, and maintainable systems that meet business requirements and user needs. |
| 3 | 1.2.3 | Create Wireframes | Wireframes serve as a visual representation of the layout, structure, and functionality of a digital product, focusing on content hierarchy, navigation flow, and user interaction. |
| 3 | 1.2.4 | System Design Evaluation | It aims to ensure that the design meets the requirements and objectives of the project while adhering to best practices and industry standards. |
| **2** | **1.3** | **Execution on Project Plan** | **Work involved to execute the project** |
| 3 | 1.3.1 | Project Description | The Shrine of the Five Wounds: A web-based Church Request Management System is created to help with staff time constraints and scheduling conflicts from back-and-forth interactions between the staff and clients as well as the lack of effective notification system. |
| 3 | 1.3.2 | Scope Management Plan | The Scope Management Plan serves as a blueprint for defining, developing, and verifying the project scope, and it delineates responsibilities for scope management throughout the project lifecycle. |
| 3 | 1.3.3 | Cost Management Plan | The methods and processes used to effectively manage costs throughout the project lifecycle are discussed in this Cost Management Plan, which is an essential part of the project management strategy for “Shrine of the Five Wounds: A Web-Based Church Request Management System.” The plan offers an outline for monitoring and discussing project expenses in addition to ensuring that the project is finished within the allocated budget. |
| 3 | 1.3.4 | Schedule Management Plan | The primary purpose of the schedule management plan is to establish guidelines and procedures for developing, maintaining, and controlling the project schedule. By ensuring that tasks are scheduled appropriately, and resources are allocated efficiently, the plan aims to mitigate risks, prevent delays, and optimize project outcomes |
| 3 | 1.3.5 | Change Management Plan | The change management strategy includes a structured procedure for proposing, assessing, and authorizing alterations. This procedure is shared with all stakeholders, who are urged to submit their change requests. |
| 3 | 1.3.6 | Communication Management Plan | The Communication Management Plan serves as a basis on how communication will be handled throughout the development of Church of Five Wounds: Web-based Church Request Management System. |
| 3 | 1.3.7 | Risk Management Plan | The risk management plan emphasizes the importance of understanding these underlying reasons for risks and the necessity of a structured risk management approach. |
| 3 | 1.3.8 | Quality Management Plan | A quality management plan outlines the processes, procedures, and resources necessary to ensure that a project delivers products or services that meet the specified quality standards and expectations of stakeholders. |
| 3 | 1.3.9 | Procurement Management Plan | The purpose of the Procurement Management Plan is to define the procurement requirements for the project and how it will be managed from developing procurement documentation through contract closure. |
| 3 | 1.3.10 | Human Resource Plan | This plan serves as a strategic tool for organizing and guiding the project team, ensuring that individuals with the necessary qualifications are assigned to suitable roles. |
| 3 | 1.3.11 | Implementation Plan | An implementation plan outlines the steps, resources, timelines, and responsibilities required to execute a project or initiative successfully. It provides a roadmap for turning project objectives into actionable tasks and deliverables, ensuring that the project is completed on time, within budget, and according to specifications. |
| 3 | 1.3.12 | Work-Breakdown-Structure | The Work Breakdown Structure (WBS) serves as a pivotal tool in the Shrine of The Five Wounds: A Web-Based Church Request Management System project, providing a clear roadmap by breaking down the project into manageable work packages |
| **2** | **1.4** | **Analysis** | **Analysis is a critical process of examining, interpreting, and evaluating data, information, or situations to gain insights, make informed decisions, and solve problems effectively.** |
| 3 | 1.4.1 | Cost Benefits Analysis | Cost-benefit analysis compares the costs and benefits of a proposed project, investment, or decision to determine its economic feasibility and potential return on investment. |
| 3 | 1.4.2 | Project Risk Analysis | Project risk analysis is the process of identifying, assessing, and prioritizing potential risks that may impact the successful outcome of a project. It involves analyzing the likelihood and potential impact of risks and developing strategies to mitigate or manage them effectively. |
| **2** | **1.5** | **Testing** | **Testing is a crucial phase in the software development lifecycle (SDLC) that involves verifying and validating software products to ensure they meet quality standards, functional requirements, and user expectations. It aims to identify defects, bugs, or errors in the software and ensure its reliability, functionality, performance, and security.** |
| 3 | 1.5.1 | Website Testing | Website testing is a critical process to ensure that a website functions correctly, performs well, and provides an optimal user experience across different devices, browsers, and operating systems. |
| 3 | 1.5.2 | User Acceptance Test | User Acceptance Testing (UAT) is the final phase of testing in the software development lifecycle (SDLC), where end-users or stakeholders validate and verify whether the software meets their requirements and expectations before it is released into production. |
| 3 | 1.5.3 | Unit and Integration Test | Unit Testing is a software testing technique where individual units or components of a software application are tested independently to ensure they perform as expected.  Integration Testing is a software testing technique where integrated components or modules of a software system are tested together to verify their interactions and interfaces. |
| **2** | **1.6** | **Implementation** | **Implementation refers to the phase in the software development lifecycle (SDLC) where the designed system is translated into a working software product. It involves coding, configuration, integration, testing, and deployment of the software solution.** |
| 3 | 1.6.1 | Define Key Variable | Key variables are factors or attributes that have a significant impact on a particular phenomenon, process, or outcome. These variables are crucial for understanding, analyzing, and predicting the behavior or characteristics of a system or situation. |
| 3 | 1.6.2 | Determine Roles | Determining roles involves identifying and defining the responsibilities, duties, and authority levels of individuals or groups within a team or organization. |
| 3 | 1.6.3 | Determine Responsibilities | Determining responsibilities involves identifying and assigning specific tasks, duties, and obligations to individuals or groups within a team or organization. |
| 3 | 1.6.4 | Work Delegation | Effective delegation involves assessing the workload, identifying suitable candidates for the tasks, and entrusting them with the authority and resources needed to accomplish the assigned work. |
| 3 | 1.6.5 | Monitor Progress | Monitoring progress is a crucial aspect of project management that involves tracking and evaluating the status of tasks, activities, milestones, and deliverables to ensure that a project stays on track and meets its objectives. |
| 3 | 1.6.6 | User Manual | A user manual, also known as a user guide or instruction manual, is a document that provides instructions, guidelines, and information on how to use a product, system, or software application effectively. |
| **2** | **1.7** | **Project Completion** | **Project completion refers to the phase in the project lifecycle where all project objectives have been achieved, deliverables have been produced, and project activities have come to an end.** |
| 3 | 1.7.1 | Finalize Project Deliverables | Finalizing project deliverables is a critical step in the project completion process. It involves ensuring that all project outputs, results, and products have been completed, reviewed, and approved by stakeholders. |
| 3 | 1.7.2 | Confirm Project Completion | Confirming project completion involves verifying that all project objectives, deliverables, and activities have been successfully accomplished according to the project plan and stakeholder expectations. |
| 3 | 1.7.3 | Review All Contracts | reviewing all contracts associated with the project, project managers can ensure that legal agreements are properly managed, risks are mitigated, and project objectives are achieved in accordance with contractual obligations. |
| 3 | 1.7.4 | Review Documentation | Reviewing documentation is a crucial step in the project closure process to ensure that all project-related documents are accurate, complete, and properly organized. |

# Glossary of Terms

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| 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. |