**1.0 Initiating**

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| --- | --- |
| WBS Code | WBS Element |
| *1.1* | *Identify Stakeholders* |
| WBS Element Description | |
| *Identifying stakeholders, being individuals, groups or organizations who may affect, be affected by, or perceive themselves to be affected by a decision, activity or outcome of a project.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 13, Page 512]* | |

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| WBS Code | WBS Element |
| *1.2* | *Identify communications strategy* |
| WBS Element Description | |
| *Strategy in which stakeholder and members of the project team can establish a communication connection between one another.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *1.3* | *Identify legal standards* |
| WBS Element Description | |
| *Legal standards that the project has to follow and uphold in order to be a legally valid project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *1.4* | *Identify accessibility issues* |
| WBS Element Description | |
| *Accessibility issues of users that try to access websites or applications. Exploring the many ideas of how to assist people who may not have the ability to use certain functions of the designed website or application.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *1.5* | *Identify sporting values* |
| WBS Element Description | |
| *Identifying the values that the public has in order to appeal to their interests and then influencing the construction of website and application to better suit the public* | |

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| --- | --- |
| WBS Code | WBS Element |
| *1.6* | *Identify aboriginal culture and values* |
| WBS Element Description | |
| *Identifying the values that the aboriginal culture has in order to appeal to their interests and then influencing the construction of website and application to better suit it.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *1.7* | *Prepare project charter* |
| WBS Element Description | |
| *A project charter is a document that formally recognized the existence of a project and provides direction on the project’s objectives and management.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 4, Page 157]* | |

**2.0 Planning**

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| WBS Code | WBS Element |
| *2.1* | *Create project assumptions table* |
| WBS Element Description | |
| *Assumptions table that will be used and modified throughout the lifespan of the project, and keeping record of all assumptions made.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.2* | *Prepare project contract* |
| WBS Element Description | |
| *Project contract that states what is expected of the project team to do throughout the lifespan of the project, resources and payment.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.3* | *Prepare SWOT analysis of ICT in the AFL* |
| WBS Element Description | |
| *SWOT analysis is to be used to aid in strategic planning.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.3.1* | *Determine strengths, weaknesses, opportunities, threats* |
| WBS Element Description | |
| *Determine strengths, weaknesses, opportunities, threats of ICT in the AFL to compare each attribute.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.3.2* | *Craft SWOT analysis table* |
| WBS Element Description | |
| *Help visualize the strengths, weaknesses, opportunities, threats and to add additional elements.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.3.3* | *Review and finalize SWOT analysis table* |
| WBS Element Description | |
| *Review and finalize SWOT analysis table for a final, unanimous agreement of the SWOT analysis.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.4* | *Prepare Stakeholder analysis table* |
| WBS Element Description | |
| *To determine all relevant knowledge of all key involved stakeholders within the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.4.1* | *Determine internal Stakeholders* |
| WBS Element Description | |
| *Determine all stakeholders within the project.* | |

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| WBS Code | WBS Element |
| *2.4.2* | *Determine external Stakeholders* |
| WBS Element Description | |
| *Determine all stakeholders that are external to the project.* | |

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| WBS Code | WBS Element |
| *2.4.3* | *Gather Stakeholder data* |
| WBS Element Description | |
| *Gather data for all the key stakeholders.* | |

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| WBS Code | WBS Element |
| *2.4.3.1* | *Position* |
| WBS Element Description | |
| *Stakeholder position of power.* | |

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| WBS Code | WBS Element |
| *2.4.3.2* | *Project role* |
| WBS Element Description | |
| *Stakeholder purpose within the project.* | |

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| WBS Code | WBS Element |
| *2.4.3.3* | *Contract information* |
| WBS Element Description | |
| *Stakeholder requirements and payment stated within the contract.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.4.4* | *Determine level of interest, importance* |
| WBS Element Description | |
| *Level of interest or importance of the stakeholder in regards to the project.* | |

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| WBS Code | WBS Element |
| *2.4.5* | *Craft Stakeholder analysis table* |
| WBS Element Description | |
| *All key stakeholders and stakeholder data gathered within a table to be recorded or modified if needed.* | |

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| WBS Code | WBS Element |
| *2.4.6* | *Review and finalize stakeholder analysis table* |
| WBS Element Description | |
| *Review and finalize stakeholder analysis table in order to have as accurate table as possible.* | |

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| WBS Code | WBS Element |
| *2.5* | *Plan scope management* |
| WBS Element Description | |
| *To manage the project’s scope throughout the lifespan of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.5.1* | *Collect requirements* |
| WBS Element Description | |
| *Collecting requirements involves defining and documenting the featured and functions of the products for the project as well as the processes used for creating them*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 5, Page 189]* | |

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| WBS Code | WBS Element |
| *2.5.1.1* | *Craft preliminary scope table* |
| WBS Element Description | |
| *Preliminary scope table will record and document the project’s boundaries and characteristics, as well as the project’s relationships to the services and products.* | |

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| WBS Code | WBS Element |
| *2.5.1.2* | *Craft out of scope table* |
| WBS Element Description | |
| *Out of scope table will record and document what has not been specified or required.* | |

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| WBS Code | WBS Element |
| *2.5.1.3* | *Craft minimum scope table* |
| WBS Element Description | |
| *Minimum scope table will record and document what the minimum requirements specified for the project.* | |

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| WBS Code | WBS Element |
| *2.5.2* | *Define scope* |
| WBS Element Description | |
| *Defining scope involves reviewing the scope management plan, project charter and organizational process assets to create a scope statement, adding more information as requirements are developed and changed requests are improved.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 5, Page 189]* | |

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| WBS Code | WBS Element |
| *2.5.2.1* | *Create project scope statement* |
| WBS Element Description | |
| *A complete document that defines all crucial details that need to be followed throughout the course of the project. All the requirements for the project and also what has not been stated in the requirements have all been documented and are available for modification at any point of the project.* | |

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| WBS Code | WBS Element |
| *2.5.3* | *Create WBS* |
| WBS Element Description | |
| *A WBS is a deliverable oriented grouping of the work involved in a project that defines the total scope.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 5, Page 198]* | |

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| WBS Code | WBS Element |
| *2.6* | *Prepare schedule and cost baseline* |
| WBS Element Description | |
| *The baseline of the level of resources each element or stage of a project receives.* | |

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| WBS Code | WBS Element |
| *2.6.1* | *Determine task durations* |
| WBS Element Description | |
| *How long each task within a stage or a phase within the project will last.* | |

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| WBS Code | WBS Element |
| *2.6.2* | *Determine task resources* |
| WBS Element Description | |
| *How much of the projects’ resources can be committed to a specific task.* | |

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| WBS Code | WBS Element |
| *2.6.3* | *Determine task dependencies* |
| WBS Element Description | |
| *If tasks rely on previous tasks to be completed in order to progress within the project.* | |

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| WBS Code | WBS Element |
| *2.6.4* | *Create draft Gantt chart* |
| WBS Element Description | |
| *Gantt chart to visually display all of the tasks’ durations, resources and dependencies, as well as displaying any milestones within the project.* | |

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| WBS Code | WBS Element |
| *2.6.5* | *Craft cost baseline table* |
| WBS Element Description | |
| *Table of cost baselines that record the level of resources of each task that can be modified throughout the project’s lifespan.* | |

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| WBS Code | WBS Element |
| *2.7* | *Plan risk management* |
| WBS Element Description | |
| *Exploring the risks throughout the project’s lifespan, and also creating responses to the identified risks.* | |

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| WBS Code | WBS Element |
| *2.7.1* | *Identify risks* |
| WBS Element Description | |
| *Creating a large list of possible risks within the project’s lifespan and determining the major risks that need to be prevented in order to protect the project, project members, stakeholders or resources.* | |

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| WBS Code | WBS Element |
| *2.7.2* | *Perform qualitative risk analysis* |
| WBS Element Description | |
| *Qualitative analysis of the identified risks in order to measure the quality or severity of the risk within the project.* | |

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| WBS Code | WBS Element |
| *2.7.3* | *Perform quantitative risk analysis* |
| WBS Element Description | |
| *Quantitative analysis of the identified risks in order to measure the quantity or occurrence of the risks within the project.* | |

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| WBS Code | WBS Element |
| *2.7.4* | *Plan risk response* |
| WBS Element Description | |
| *Based on the analysis of the risks, priority risks are determined and responses are created in order to protect the project, project members, stakeholders or resources.* | |

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| WBS Code | WBS Element |
| *2.8* | *Plan procurement management* |
| WBS Element Description | |
| *Managing the procurement plans of acquiring goods and services from outside sources.*  *[Information Technology PROJECT MANAGEMENT 7TH Edition]*  *[Chapter 12, Page 480]* | |

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| WBS Code | WBS Element |
| *2.8.1* | *Determine procurement strategy* |
| WBS Element Description | |
| *Determining the means of which to outsource products or services into the project that will save as much time and resources as possible.* | |

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| WBS Code | WBS Element |
| *2.8.2* | *Craft procurement strategy table* |
| WBS Element Description | |
| *Documentation of the procurement strategy that includes the details of the outsourcing parties.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.8.3* | *Craft procurement management table* |
| WBS Element Description | |
| *Documentation of the procurement strategy that allows for modification throughout the lifespan of the project.* | |

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| WBS Code | WBS Element |
| *2.9* | *Plan quality management* |
| WBS Element Description | |
| *Management of the quality of the project in order to have the ability to satisfy stated or implied needs.* | |

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| WBS Code | WBS Element |
| *2.9.1* | *Determine quality strategy* |
| WBS Element Description | |
| *Strategy of which the project team should follow in order to create a predefined level of quality that the project should uphold.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.9.2* | *Craft quality plan table* |
| WBS Element Description | |
| *Documentation of the quality strategy plan that allows for modification throughout the lifespan of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.10* | *Website planning* |
| WBS Element Description | |
| *Overall plan for the website and website design.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.10.1* | *Identify website purpose* |
| WBS Element Description | |
| *Purpose of the website based on the context of the project.* | |

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| WBS Code | WBS Element |
| *2.10.2* | *Identify website requirements* |
| WBS Element Description | |
| *Requirements of the website based on the project’s scope.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.10.3* | *Craft website concept* |
| WBS Element Description | |
| *A concept of the website that follows the requirements of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.10.4* | *Review and finalize website concept* |
| WBS Element Description | |
| *Modifications made to the website concept that creates an overall finished idea of the website.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.11* | *Application* |
| WBS Element Description | |
| *Overall plan for the website and application design.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.11.1* | *Identify application purpose* |
| WBS Element Description | |
| *Purpose of the application based on the context of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.11.2* | *Identify application requirements* |
| WBS Element Description | |
| *Requirements of the application based on the project’s scope.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.11.3* | *Craft application concept* |
| WBS Element Description | |
| *A concept of the application that follows the requirements of the project.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *2.11.4* | *Review and finalize application concept* |
| WBS Element Description | |
| *Modifications made to the application concept that creates an overall finished idea of the application.* | |

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| WBS Code | WBS Element |
| *2.12* | *Server planning* |
| WBS Element Description | |
| *Planning of the project’s server and connectivity between project members.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.12.1* | *Explore business systems* |
| WBS Element Description | |
| *Exploring all possible business systems that the system can follow.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.12.2* | *Identify optimal business system* |
| WBS Element Description | |
| *Identifying the optimal business system that can allow appropriate time management and resource management.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.12.3* | *Identify server management choices* |
| WBS Element Description | |
| *The different methods of which a server can be used to allow the optimal quality of server connectivity for the project staff to use.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *2.12.4* | *Craft server management plan table* |
| WBS Element Description | |
| *Documentation of the server management plan that can be modified throughout the lifespan of the project.* | |

**3.0 Executing**

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| --- | --- |
| WBS Code | WBS Element |
| *3.1* | *Intranet website content* |
| WBS Element Description | |
| *The content that will be created for the website in the project’s controlled environment.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.1.1* | *Website templates and tools* |
| WBS Element Description | |
| *Outward appearance of the website, influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.1.2* | *Website AFL material* |
| WBS Element Description | |
| *Material created, edited and modified for the website pages, this will be the bulk of the website, as it will allow users to read news about AFL, team and players. It is also influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.1.2.1* | *Website articles* |
| WBS Element Description | |
| *Readable content for the users to access, from news about AFL to information about players and team. It is also influenced by the sporting values and aboriginal culture and values.* | |

|  |  |
| --- | --- |
| WBS Code | WBS Element |
| *3.1.2.2* | *Website links* |
| WBS Element Description | |
| *Links that allow the website to reference other AFL websites and material. It is also influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.1.3* | *Contact players* |
| WBS Element Description | |
| *The team’s contact information that allows users to be able to communicate with the players, or be able to meet the players face to face.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.1.4* | *Merchandise* |
| WBS Element Description | |
| *Section of the website that allows users to purchase merchandise from the AFL website.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.1.5* | *Ticketing* |
| WBS Element Description | |
| *Section of the website that allows users to purchase tickets from the AFL website.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.2* | *Intranet application content* |
| WBS Element Description | |
| *The content that will be created for the application in the project’s controlled environment.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.2.1* | *Application templates and tools* |
| WBS Element Description | |
| *Outward appearance of the application, influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.2.2* | *Application AFL material* |
| WBS Element Description | |
| *Material created, edited and modified for the application sections, this will be the bulk of the application, as it will allow users to read news about AFL, team and players. It is also influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.2.2.1* | *Application articles* |
| WBS Element Description | |
| *Readable content for the users to access, from news about AFL to information about players and team. It is also influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.2.2.2* | *Application links* |
| WBS Element Description | |
| *Links that allow the application to reference the website and other AFL websites and material. It is also influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.2.3* | *Health care information material* |
| WBS Element Description | |
| *Health care information is provided on the application to allow the users to have access to health care knowledge. It is also influenced by the sporting values and aboriginal culture and values.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.2.4* | *Accessibility features* |
| WBS Element Description | |
| *Accessibility features designed to allow certain users to access to the features of the application in which they may not have been able to access before.* | |

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| WBS Code | WBS Element |
| *3.2.5* | *Social media campaign* |
| WBS Element Description | |
| *Allow users to be guided to the application’s social media campaign.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.3* | *Intranet website design* |
| WBS Element Description | |
| *Design of the functioning website that includes all website content, templates and tools and has all requested features.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.4* | *Intranet website construction* |
| WBS Element Description | |
| *Creating of the functioning website that includes all website content, templates and tools and has all requested features.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.5* | *Intranet website testing* |
| WBS Element Description | |
| *Testing of the website in order to discover any flaws, or correct any errors that may have been overlooked or created.* | |

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| WBS Code | WBS Element |
| *3.6* | *Intranet website promotion* |
| WBS Element Description | |
| *Promotion of the website to the general public.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.7* | *Intranet website roll-out* |
| WBS Element Description | |
| *Transitioning the website from a controlled environment to the public environment to allow users to access the website.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.8* | *Intranet application design* |
| WBS Element Description | |
| *Design of the functioning application that includes all website content, templates and tools and has all requested features.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.9* | *Intranet application construction* |
| WBS Element Description | |
| *Creating of the functioning application that includes all website content, templates and tools and has all requested features.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.10* | *Intranet application testing* |
| WBS Element Description | |
| *Testing of the application in order to discover any flaws, or correct any errors that may have been overlooked or created.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.11* | *Intranet application promotion* |
| WBS Element Description | |
| *Promotion of the application to the general public.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *3.12* | *Intranet application roll-out* |
| WBS Element Description | |
| *Transitioning the application from a controlled environment to the public environment to allow users to access the application.* | |

**4.0 Monitoring and Controlling**

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| WBS Code | WBS Element |
| *4.1* | *Assumption table management* |
| WBS Element Description | |
| *Modification and management of the assumption table throughout the lifespan of the project.* | |

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| WBS Code | WBS Element |
| *4.2* | *Quality management* |
| WBS Element Description | |
| *Modification and management of the quality of the project throughout the lifespan of the project.* | |

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| WBS Code | WBS Element |
| *4.3* | *Risk management* |
| WBS Element Description | |
| *Modification and management of the risks of the project throughout the lifespan of the project.* | |

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| WBS Code | WBS Element |
| *4.4* | *Scope management* |
| WBS Element Description | |
| *Modification and management of the scope of the project throughout the lifespan of the project.* | |

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| WBS Code | WBS Element |
| *4.5* | *Procurement management* |
| WBS Element Description | |
| *Modification and management of the procurements of the project throughout the lifespan of the project.* | |

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| WBS Code | WBS Element |
| *4.6* | *Cost baseline management* |
| WBS Element Description | |
| *Modification and management of the cost baseline of the project throughout the lifespan of the project.* | |

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| WBS Code | WBS Element |
| *4.7* | *Server management* |
| WBS Element Description | |
| *Modification and management of the server of the project throughout the lifespan of the project.* | |

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| WBS Code | WBS Element |
| *4.8* | *Time management* |
| WBS Element Description | |
| *Management of the time of the project throughout the lifespan of the project.* | |

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| --- | --- |
| WBS Code | WBS Element |
| *4.9* | *Stakeholder engagement management* |
| WBS Element Description | |
| *Management of the stakeholder engagement throughout the lifespan of the project.* | |

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| WBS Code | WBS Element |
| *4.10* | *Progress reports* |
| WBS Element Description | |
| *Progress reports created frequently based on a pre-assigned length of time.* | |

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| WBS Code | WBS Element |
| *4.11* | *Project benefits measurement* |
| WBS Element Description | |
| *Measurement of the benefits of the project to determine whether it is still beneficial to continue.* | |

**5.0 Closing**

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| WBS Code | WBS Element |
| *5.1* | *Prepare final Gantt chart* |
| WBS Element Description | |
| *Finalization of the Gantt chart. This chart is the final product of the project, and cannot be modified any further.* | |

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| WBS Code | WBS Element |
| *5.2* | *Prepare final scope table* |
| WBS Element Description | |
| *Finalization of the scope table. This table is the final product of the project, and cannot be modified any further.* | |

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| WBS Code | WBS Element |
| *5.3* | *Prepare final scope statement* |
| WBS Element Description | |
| *Finalization of the scope statement. To be added into the project report* | |

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| WBS Code | WBS Element |
| *5.4* | *Prepare final project report* |
| WBS Element Description | |
| *Creating the final report of the product that the project has created.* | |

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| WBS Code | WBS Element |
| *5.4.1* | *Collect and review progress reports* |
| WBS Element Description | |
| *Collecting all the reviews that were created throughout the project’s lifespan and then reviewing them to correct any errors.* | |

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| WBS Code | WBS Element |
| *5.4.2* | *Create progress summary report* |
| WBS Element Description | |
| *All progress reports are reviewed and a summary report is created to include within the final project report.* | |

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| WBS Code | WBS Element |
| *5.4.3* | *Review and finalize progress summary report* |
| WBS Element Description | |
| *To correct any errors created in the initial construction of the progress summary report.* | |

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| WBS Code | WBS Element |
| *5.4.4* | *Review and finalize final project report* |
| WBS Element Description | |
| *To correct any errors created in the initial construction of the final project report.* | |

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| WBS Code | WBS Element |
| *5.4.5* | *Prepare glossary terms* |
| WBS Element Description | |
| *Glossary terms to clearly define the terms within the progress report, and to also help stakeholders understand certain terms that they may be unfamiliar with.* | |

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| WBS Code | WBS Element |
| *5.5* | *Prepare final project presentation* |
| WBS Element Description | |
| *Prepare the final projects presentation to add professionalism and a clean overall appearance.* | |

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| WBS Code | WBS Element |
| *5.5.1* | *Title page* |
| WBS Element Description | |
| *Create a title page for the final project report.* | |

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| WBS Code | WBS Element |
| *5.5.2* | *Executive summary* |
| WBS Element Description | |
| *Create an executive summary of the final project report in order to simplify the whole project to be within a few pages.* | |

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| WBS Code | WBS Element |
| *5.5.3* | *Table of contents* |
| WBS Element Description | |
| *Create a table of contents to allow the readers to easily find parts within the final project report.* | |

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| WBS Code | WBS Element |
| *5.5.4* | *Report summary* |
| WBS Element Description | |
| *Create a final project report summary.* | |