# WBS Dictionary

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| **WBS Code** | **WBS Name** | **WBS Description** |
| 1.1 | Select | Potential clients indicate their interest to enter the programme and are pre-evaluated to determine eligibility. |
| 1.1.1 | Verify | Client's supplied information is checked for initial verification of authenticity and eligibility. |
| 1.1.2 | Categorize | Client is categorized based on sector to determine type of assistance needed. |
| 1.1.3 | Evaluate | Clients are assessed to determine level of intervention required. |
| 1.1.4 | Qualify | Final evaluation of client's application conducted to determine entry into programme. |
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| 1.2 | Enroll | Client is enrolled into programme and assigned a consultant and schedule. |
| 1.2.1 | Registration | Client details are entered into database. |
| 1.2.2 | Gap Audit | Audit is conducted to determine target areas for intervention based on client's stated needs. |
| 1.2.3 | Schedule | Work plan is created to identify tasks, targets and timelines. |
| 1.2.4 | Assign Consultant | Consultant assigned to client. |
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| 1.3 | Matriculate | Client performance is monitored and tracked for potential intervention and final recommendation. |
| 1.3.1 | Submit Operation Metrics | Scope of work and performance metrics established by client and consultant |
| 1.3.2 | Consultant Review | Consultant reviews documentation to assess client's progress in the programme. |
| 1.3.3 | Consultant Intervention | Consultant determines intervention needed based on review of documentation. |
| 1.3.4 | Implementation | Recommended intervention is implemented by the client. |
| 1.3.5 | Assessment | Client implementation of recommendations is assessed. |
| 1.3.6 | Recommendation | Client is evaluated to determine level of completion of targeted |
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| 1.4 | Generate Manual | Customized manual generated for client. |
| 1.4.1 | End Consultation | Client and consultant confirm successful completion of programme. |
| 1.4.2 | Create/Publish Manual | Manual generated for client. |
| 1.4.3 | Close Engagement | Programme completed. |