**Creating a Website**

**(WBS)**

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# Introduction

The WBS is a view into the project which shows what work the project encompasses. It is a tool which helps to easily communicate the work and processes involved to execute the project. The Project Manager and project team use the WBS to develop the project schedule, resource requirements and costs. There are many ways you can present the WBS for your project; this template provides many of the most popular layouts from which you can choose. Depending on where in the Project Plan you're putting the WBS a different layout may be more suitable for you. For instance many Project Managers include a high level WBS within the project plan, then a detailed version as an appendix to the plan. You may find that you prefer one layout for a high level WBS and a different one for a detailed WBS.

In order to save space in this template we only developed the WBS examples down to the third level. In your project you will want to develop them down to a much more detailed level using the 8 to 80 rule (where the WBS is broken down to where a work package contains between 8 and 80 hours of work to complete).

The Work Breakdown Structure presented here represents all the work required to complete this project.

# Outline View

The outline view presents an easy to view and understand layout for the WBS. It is also a good layout to use when developing the WBS because you can easily make changes, especially since the Microsoft Word auto numbering feature updates the WBS Code automatically.

1. Creating a Website

1.Initiation

1.1 Brainstorm Idea

1.2 Project Meaning and Reason

1.3 Contact Stakeholders

1.4 Present Project

2.0 Planning

2.1 Establish the budget for project

2.2 Determine staff (Also determining roles for leaders in different sections of the project)

2.2 Create Outline for Project

2.3 Set specific goals to get done, aka milestones.

2.4 Create a reasonable timeframe

3.0 Execution

3.1 Plans turn into action

3.2 Split up into different divisions (Developers, Host & Domain, Content Creators, Website Traffic)

3.3 Have meet up with separate groups within the project to know how everything is running

3.4 Start building the Website

3.5 Keep Stakeholders updated

4.0 Monitoring/Controlling

4.1 Contact each division to find out where their progress is.

4.2 Track milestones

4.2 Tracking progress on assignments

4.3 Update and/or modify the project schedule if needed.

4.4 Test Run (Check Performance)/Check if deliverables are met

5.0 Closing

5.1 Address to the Stakeholders the project is ready

5.2 Create release date

5.3 Publish the Website

5.4 monitor feedback and comments to update and better the website

The best life cycle suited for my project is development.

# Hierarchical Structure

The hierarchal structure is similar to the outline view but without indentation. Although this format is more difficult to read, it may be useful where you have many levels and indenting each level would make the table to large to fit into a document.

|  |  |  |
| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 | Creating a Website |
| 2 | 1.1 | Initiation |
| 3 | 1.1.1 | Brainstorm Idea |
| 3 | 1.1.2 | Project Meaning and Reason |
| 3 | 1.1.3 | Contact Stakeholders |
| 3 | 1.1.4 | Present Project |
| 3 | 1.1.5 | Project Charter Signed/Approved |
| 2 | 1.2 | Planning |
| 3 | 1.2.1 | Establish the budget for project |
| 3 | 1.2.2 | Determine staff (Also determining roles for leaders in different sections of the project) |
| 3 | 1.2.3 | Create Outline for Project |
| 3 | 1.2.4 | Set specific goals |
| 3 | 1.2.5 | Create a reasonable timeframe |
| 3 | 1.2.6 | Milestone: Project Plan Approval |
| 2 | 1.3 | Execution |
| 3 | 1.3.1 | Kick Off (Plans turn into actions) |
| 3 | 1.3.2 | Split up into different divisions |
| 3 | 1.3.3 | Have regular meet ups |
| 3 | 1.3.4 | Start building the Website |
| 3 | 1.3.5 | Keep Stakeholders updated |
| 2 | 1.4 | Control |
| 3 | 1.4.1 | Contact each division |
| 3 | 1.4.2 | Track milestones |
| 3 | 1.4.3 | Tracking progress on assignments |
| 3 | 1.4.4 | Update and modify project schedule |
| 3 | 1.4.5 | Test Run |
| 2 | 1.5 | Closeout |
| 3 | 1.5.1 | Address to Stakeholder the project is ready |
| 3 | 1.5.2 | Create release date |
| 3 | 1.5.3 | Publish the Website |
| 3 | 1.5.4 | Monitor feedback and comments to help with updates |

# Tabular View

The Tabular View is a nicely organized table view of the WBS. It is a good option for organizations which prefer table formats.

|  |  |  |
| --- | --- | --- |
| Level 1 | Level 2 | Level 3 |
| 1 Creating a Website | 1.1 Initiation | 1.1.1 Brainstorm Idea  1.1.2 Project Meaning and Reason  1.1.3 Contact Stakeholders  1.1.4 Present Project |
| 1.2 Planning | 1.2.1 Establish the budget for project  1.2.2 Determine staff (Also determining roles for leaders in different sections of the project)  1.2.2 Create Outline for Project  1.2.3 Set specific goals to get done, aka milestones.  1.2.4 Create a reasonable timeframe |
| 1.3 Execution | 1.3.1 Plans turn into action  1.3.2 Split up into different divisions (Developers, Host & Domain, Content Creators, Website Traffic)  1.3.3 Have meet up with different groups within the project to know how everything is running  1.3.4 Start building the Website  1.3.5 Keep Stakeholders updated |
| 1.4 Control | 1.4.1 Contact each division to find out where their progress is.  1.4.2 Track milestones  1.4.2 Tracking progress on assignments  1.4.3 Update and/or modify the project schedule if needed.  1.4.4 Test Run (Check Performance)/Check if deliverables are met |
| 1.5 Closeout | 1.5.1 Address to the Stakeholders the project is ready  1.5.2 Create release date  1.5.3 Publish the Website  1.5.4 monitor feedback and comments to update and better the website |

# Tree Structure View

The Tree Structure View is the most popular format for the WBS. It presents an easy to understand view into the WBS; however, it is also tricky to create without an application specifically designed for creating this organizational chart structure. The Tree Structure below was created using only Microsoft Word and the SmartArt graphics option under the insert menu.

# WBS Dictionary

The WBS Dictionary contains all the details of the WBS which are necessary to successfully complete the project. Most importantly it contains a definition of each Work Package which can be thought of as a mini scope statement. Resources on the project will look at the WBS dictionary to determine the scope of the Work Package they've been assigned, so it's important to be clear when writing the definition. Most WBS dictionaries contain more information than we show in our sample. These things usually include Level of Effort, Cost Control Numbers, Resource Assignments, Responsibility Assignments - just to name a few.

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 1 | Creating a Website | Work with staff to create a website |
| 2 | 1.1 | Initiation | The work to initiate the project. |
| 3 | 1.1.1 | Brainstorm Idea | Think Website ideas and how t develop it |
| 3 | 1.1.2 | Project Meaning and Reason | Find the meaning to why we are foinf this project |
| 3 | 1.1.3 | Contact Stakeholders | Get the support of stakeholders |
| 3 | 1.1.4 | Present Project | Show the Stakeholders our idea |
| 3 | 1.1.5 | Project Charter Signed/Approved | Get an approval from Stakeholders |
| 2 | 1.2 | Planning | The work for the planning process for the project. |
| 3 | 1.2.1 | Establish the budget for project | Find out how much we have to spend on resources |
| 3 | 1.2.2 | Determine staff (Also determining roles for leaders in different sections of the project) | The Project Manager determines the project team and requests the resources. |
| 3 | 1.2.3 | Create Outline for Project | Create goals and milestones leading to our success |
| 3 | 1.2.4 | Set specific goals to get done, aka milestones. | Under the direction of the Project Manager the team develops the project plan. |
| 3 | 1.2.5 | Create a reasonable timeframe | Decide an estimate time to be done completely |
| 2 | 1.3 | Execution | Work involved to execute the project. |
| 3 | 1.3.1 | Plans turn into action | We start to work on our goals and milestones |
| 3 | 1.3.2 | Split up into different divisions (Developers, Host & Domain, Content Creators, Website Traffic) | Separate in groups to handle different situations |
| 3 | 1.3.3 | Have meet up with different groups within the project to know how everything is running | Monitor the groups to know how they are doing |
| 3 | 1.3.4 | Start building the Website | Team installs a development system for testing and customizations of user interfaces. |
| 3 | 1.3.5 | Testing Phase | The system is tested with a select set of users. |
| 3 | 1.3.7 | Keep Stakeholders updated | Let the Stakeholder know what is going on with the project |
| 2 | 1.4 | Control | The work involved for the control process of the project. |
| 3 | 1.4.1 | Contact each division to find out where their progress is | Find out where the groups are |
| 3 | 1.4.2 | Track milestones | Find out how far we are from completing the project |
| 3 | 1.4.3 | Update and/or modify the project schedule if needed. | Project Manager updates the Project Management Plan as the project progresses. |
| 3 | 1.4.4 | Test Run (Check Performance)/Check if deliverables are met | See if the Website is ready for clients and users |
| 2 | 1.5 | Closeout | The work to close-out the project. |
| 3 | 1.5.1 | Address to the Stakeholders the project is ready | Communicate to the Stakeholders that the project is completed |
| 3 | 1.5.2 | Create release date | Decide on a date to release it to the public |
| 3 | 1.5.3 | Publish the Website | Release the Website to the public |
| 3 | 1.5.4 | monitor feedback and comments to update and better the website | Always be open for change to better or connect more with customers and user to keep updated and in the circle |

# Glossary of Terms

It's important that you provide a glossary of terms as some of the terms are not understood by persons without a project management background. For instance what the PMI *Practice Standard for Work Breakdown Structures* refers to as the WBS Code is commonly referred to as the WBS number.

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.