n

**Creating a Website**

**(WBS)kl dqxa**

**<Creating a Website>**

# 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 | All work to implement a new widget management system. |
| 2 | 1.1 | Initiation | The work to initiate the project. |
| 3 | 1.1.1 | Brainstorm Idea | Working group to evaluate solution sets and make recommendations. |
| 3 | 1.1.2 | Project Meaning and Reason | Project Manager to develop the Project Charter. |
| 3 | 1.1.3 | Contact Stakeholders | Project Charter is delivered to the Project Sponsor. |
| 3 | 1.1.4 | Present Project | Project sponsor reviews the Project Charter. |
| 3 | 1.1.5 | Project Charter Signed/Approved | The Project Sponsor signs the Project Charter which authorizes the Project Manager to move to the Planning Process. |
| 2 | 1.2 | Planning | The work for the planning process for the project. |
| 3 | 1.2.1 | Establish the budget for project | Project Manager creates a Preliminary Scope Statement. |
| 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 | The planning process is officially started with a project kickoff meeting which includes the Project Manager, Project Team and Project Sponsor (optional). |
| 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 | Project Manager submits the project plan for approval. |
| 2 | 1.3 | Execution | Work involved to execute the project. |
| 3 | 1.3.1 | Plans turn into action | Project Manager conducts a formal kick off meeting with the project team, project stakeholders and project sponsor. |
| 3 | 1.3.2 | Split up into different divisions (Developers, Host & Domain, Content Creators, Website Traffic) | The original user requirements is reviewed by the project manager and team, then validated with the users/stakeholders. This is where additional clarification may be needed. |
| 3 | 1.3.3 | Have meet up with different groups within the project to know how everything is running | The technical resources design the new widget management system. |
| 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 | The actual system is installed and configured. |
| 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 | Overall project management for the project. |
| 3 | 1.4.2 | Track milestones | Weekly team status meetings. |
| 3 | 1.4.3 | Tracking progress on assignments | Risk management efforts as defined in the Risk Management Plan. |
| 3 | 1.4.4 | Update and/or modify the project schedule if needed. | Project Manager updates the Project Management Plan as the project progresses. |
| 3 | 1.4.5 | Test Run (Check Performance)/Check if deliverables are met |  |
| 2 | 1.5 | Closeout | The work to close-out the project. |
| 3 | 1.5.1 | Address to the Stakeholders the project is ready | An audit of all hardware and software procured for the project, ensures that all procured products are accounted for and in the asset management system. |
| 3 | 1.5.2 | Create release date | Project Manager along with the project team performs a lessons learned meeting and documents the lessons learned for the project. |
| 3 | 1.5.3 | Publish the Website | All files and records are updated to reflect the widget management system. |
| 3 | 1.5.4 | monitor feedback and comments to update and better the website | The Project Sponsor formally accepts the project by signing the acceptance document included in the project plan. |

# 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.