

TOPIC: WORK BREAKDOWN STRUCTURE
Activity # 4: Creating Work Breakdown Structure

Instructions

1. Prepare a WBS to detail the tasks needed to complete the project.
2. Establish Project Phases defined in the Project Methodology.
3. Breakdown Project phases into sub-tasks.
4. Complete the tasks needed to complete a project phase.
5. Present your output to the class.

A. WORK BREAKDOWN STRUCTURE DICTIONARY

Instruction: Write your detailed WBS using the table provided below.

Level 1	Level 2	Level 3
1. Voucher Creation Program for Island-Hopping	1.1 INITIATION PHASE	1.1.1 Information Gathering 1.1.2 Requirements Analysis 1.1.3 Develop Project Plan
	1.2 DEFINITION PHASE	1.2.1 Create Project Model System 1.2.2 Create Project Methodology 1.2.3 Create Work Breakdown Structure 1.2.4 Define Project Team 1.2.5 Determine Project Costs 1.2.6 Develop Project Development Monitoring 1.2.7 Project Approval
	1.3 EXECUTION PHASE	1.3.1 Verify & Validate User Requirements 1.3.2 Design Program Layout 1.3.3 Integrate Booking Function 1.3.4 Integrate Guest Information Database 1.3.5 Integrate Save and Print Function 1.3.6 Testing Phase 1.3.7 System Revision 1.3.8 Install Live System 1.3.9 User Training 1.3.10 Go Live
	1.4 CONTROL PHASE	1.4.1 Project Management 1.4.2 Project Status Reporting 1.4.3 Issue Resolution 1.4.4 Update Project Management Plan
	1.5 CLOSE OUT PHASE	1.5.1 User Acceptance 1.5.2 Documentation 1.5.3 Project Handover 1.5.4 Project Closure