

WORK BREAKDOWN STRUCTURE (WBS)

<Project Tracking Monitoring System>

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INTRODUCTION

The Project Tracking Monitoring System is designed to streamline project management and improve collaboration among team members. The Work Bench Structure is organized according to the five phases of the Project Management Lifecycle, from Initiation to Closeout.

The system features a Project Dashboard, where users can see an overview of all projects they are involved in, as well as individual project workspaces for detailed project planning and execution. The Task Board allows users to assign tasks, set priorities and deadlines, and track progress, while the File Sharing feature facilitates collaboration by allowing users to upload and share important project documents and files.

Communication features, including chat, video conferencing, and email integration, allow team members to stay connected and informed throughout the project. Reporting and Analytics features provide real-time data on project progress, resource utilization, and budget tracking, allowing for better decision-making and risk management.

OUTLINE VIEW

An outline view of the Work Breakdown Structure (WBS) for the Project Tracking Monitoring System project is presented below. The WBS is a hierarchical representation of the work that needs to be completed in order to achieve the project objectives. It provides a clear and detailed overview of the project scope, as well as the relationships between different work packages and tasks.

The WBS is an essential tool for managing and controlling the project, as it helps to ensure that all necessary work is included in the project plan and that the project stays on track. The outline view of the WBS presented below provides a high-level overview of the major work packages and tasks that make up the Dispatch Directory System project.

1. Project Tracking Monitoring System

1.1 Initiation

- 1.1.1 Define project goals and objectives.
- 1.1.2 Identify project stakeholders and team members.
- 1.1.3 Determine project scope and requirements.
- 1.1.4 Create project plan and timeline.
- 1.1.5 Set up Project Tracking Monitoring System.

1.2 Planning

- 1.2.1 Create detailed project plan.
- 1.2.2 Define project tasks and milestones.
- 1.2.3 Create task board and assign tasks to team members.
- 1.2.4 Create project schedule and timeline.
- 1.2.5 Create budget and resource plan.
- 1.2.6 Identify potential risks and create risk management plan.
- 1.2.7 Create communication plan.
- 1.2.8 Set up features in Project Tracking Monitoring System.

1.3 Execution

- 1.3.1 Implement project plan and complete project tasks.
- 1.3.2 Monitor project progress and adjust plan as needed.
- 1.3.3 Use Task Board and File Sharing features to collaborate and share information with team members.
- 1.3.4 Use Communication features to keep stakeholders informed of project status and progress.

1.4 Control

- 1.4.1 Monitor project progress and performance.
- 1.4.2 Use Reporting and Analytics features to track project metrics and performance.
- 1.4.3 Adjust project plan and resources as needed to ensure project stays on track.
- 1.4.4 Manage potential risks and issues.
- 1.4.5 Use Communication to address conflicts or concerns among team members or stakeholders.

1.5 Closeout

- 1.5.1 Complete final project tasks and deliverables
- 1.5.2 Review project performance and outcomes
- 1.5.3 Use Reporting and Analytics features to generate project reports and lessons learned.
- 1.5.4 Archive project files and documents
- 1.5.5 Conduct project review meeting with team members and stakeholders to discuss successes and areas for improvement.
- 1.5.6 Close out project in Project Tracking Monitoring System

HIERARCHICAL STRUCTURE

The hierarchy of the structure is similar to the outline view, but without indentation. This format may be harder to understand, but it can be useful in situations where there are many levels and indenting each one would make the table too big to fit in a document. This hierarchical structure allows for a clear understanding of the dependencies between different tasks and deliverables and enables the project team to track progress and identify any potential issues at an early stage.

Level	WBS Code	Element Name
1	1	Project Tracking Monitoring System
2	1.1	Initiation
3	1.1.1	Define Project Goals and Objectives
3	1.1.2	Identify project stakeholders and team members
3	1.1.3	Determine project scope and requirements
3	1.1.4	Create project plan and timeline
3	1.1.5	Set up Project Tracking Monitoring System
2	1.2	Planning
3	1.2.1	Create detailed project plan
3	1.2.2	Define project tasks and milestones
3	1.2.3	Create task board and assign tasks to team members
3	1.2.4	Create project schedule and timeline
3	1.2.5	Create budget and resource plan
3	1.2.6	Identify potential risks and create risk management plan
3	1.2.7	Create communication plan
3	1.2.8	Set up features in Project Tracking Monitoring System
2	1.3	Execution
3	1.3.1	Implement project plan and complete project tasks
3	1.3.2	Monitor project progress and adjust plan as needed
3	1.3.3	Use Task Board and File Sharing features to collaborate and share information with team members
3	1.3.4	Use Communication features to keep stakeholders informed of project status and progress
2	1.4	Control
3	1.4.1	Monitor project progress and performance
3	1.4.2	Use Reporting and Analytics features to track project metrics and performance
3	1.4.3	Adjust project plan and resources as needed to ensure project stays on track
3	1.4.4	Manage potential risks and issues
2	1.5	Closeout
3	1.5.1	Complete final project tasks and deliverables

3	1.5.2	Review project performance and outcomes
3	1.5.3	Use Reporting and Analytics features to generate project reports and lessons learned
3	1.5.4	Archive project files and documents

3	1.5.5	Conduct project review meeting with team members and stakeholders to discuss successes and areas for improvement
3	1.5.6	Close out project in Project Tracking Monitoring System

Table 1: WBS Hierarchical Structure

TABULAR VIEW

The tabular view of the Work Breakdown Structure (WBS) presents a clear and organized overview of the project by displaying all tasks and subtasks in a table format.

Level 1	Level 2	Level 3
1 Project Tracking Monitoring System	1.1 Initiation	1.1.1 Define project goals and objectives. 1.1.2 Identify project stakeholders and team members. 1.1.3 Determine project scope and requirements. 1.1.4 Create project plan and timeline. 1.1.5 Set up Project Tracking Monitoring System.
	1.2 Planning	1.2.1 Create detailed project plan. 1.2.2 Define project tasks and milestones. 1.2.3 Create task board and assign tasks to team members. 1.2.4 Create project schedule and timeline. 1.2.5 Create budget and resource plan. 1.2.6 Identify potential risks and create risk management plan. 1.2.7 Create communication plan. 1.2.8 Set up features in Project Tracking Monitoring System.
	1.3 Execution	1.3.1 Implement project plan and complete project tasks. 1.3.2 Monitor project progress and adjust plan as needed. 1.3.3 Use Task Board and File Sharing features to collaborate and share information with team members. 1.3.4 Use Communication features to keep stakeholders informed of project status and progress.
	1.4 Control	1.4.1 Monitor project progress and performance. 1.4.2 Use Reporting and Analytics features to track project metrics and performance. 1.4.3 Adjust project plan and resources as needed to ensure project stays on track.

		<p>1.4.4 Manage potential risks and issues.</p> <p>1.4.5 Use Communication to address conflicts or concerns among team members or stakeholders.</p>
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	1.5 Closeout	1.5.1 Complete final project tasks and deliverables 1.5.2 Review project performance and outcomes 1.5.3 Use Reporting and Analytics features to generate project reports and lessons learned. 1.5.4 Archive project files and documents 1.5.5 Conduct project review meeting with team members and stakeholders to discuss successes and areas for improvement. 1.5.6 Close out project in Project Tracking Monitoring System.
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Table 2: WBS Tabular View

TREE STRUCTURE VIEW

The tree structure view of the Work Breakdown Structure (WBS) provides a visual representation of the project, with each task and subtask represented as a branch on the tree. This view allows for a clear understanding of the relationships between different elements of the project and the hierarchy of tasks.

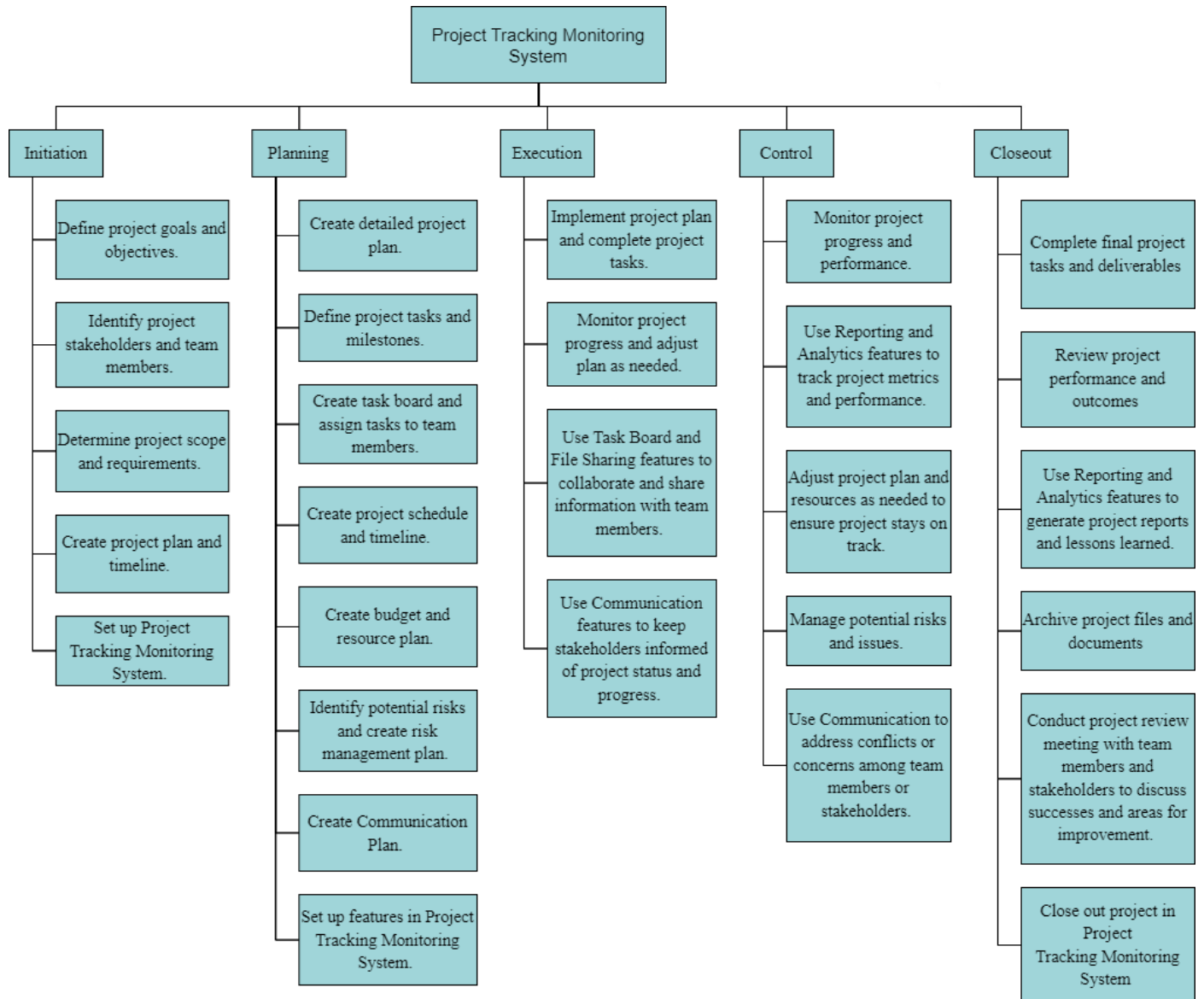


Diagram 1: WBS Tree Structure View

WBS DICTIONARY

The Work Breakdown Structure (WBS) dictionary is a detailed document that provides information about each element of the WBS, including the task or subtask name, its associated code, a brief description, and the estimated duration. The WBS dictionary serves as a reference for the project team, helping them understand the scope and responsibilities of each task and how it fits into the overall project. It is a valuable tool for project managers, as it allows them to track the progress of each element and identify any potential issues or risks. The WBS dictionary is an essential part of the project management process and helps ensure the project stays on track and meets its objectives. Shown on the table below are the definition for each element and the estimated number of working days it will take to complete each element. Note that the estimated duration does not include weekends and holidays.

Level	WBS Code	Element Name	Definition	Estimated Duration
1	1	Project Monitoring System	All work to implement a new Project Tracking Monitoring System.	-
2	1.1	Initiation	The work to initiate the project.	44 days
3	1.1.1	Define project goals and objectives.	Working group to evaluate solution and set goals to achieve.	5 days
3	1.1.2	Identify project stakeholders and team members.	List the stakeholders of the project and who will be the team members.	5 days
3	1.1.3	Determine project scope and requirements.	Collaboration of team members.	7 days
3	1.1.4	Create project plan and timeline.	Base the plan on the project goals to be achieved.	7 days
3	1.1.5	Set up Project Tracking Monitoring System.	The team will start to gather all the needed documents, data, and tools to start developing a Project Tracking Monitoring System.	20 days
2	1.2	Planning	The work for the planning process for the project.	34 days

3	1.2.1	Create detailed project plan.	Project Manager creates a project plan.	4 days
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Level	WBS Code	Element Name	Definition	Estimated Duration
3	1.2.2	Define project tasks and milestones.	The Project Manager determines the tasks for each member of the team and create milestones.	5 days
3	1.2.3	Create task board and assign tasks to team members.	The Team leader will give each member a work to be done.	1 days
3	1.2.4	Create project schedule and timeline.	Under the direction of the Project client and adviser the team will create a schedule and timeline to follow.	7 days
3	1.2.5	Create budget and resource plan.	Will follow the creation of budget based on the client.	1 day
3	1.2.6	Identify potential risks and create risk management plan.	The team will collaborate and share ideas on possible risk that will be encountered and create a risk management plan.	1 day
3	1.2.7	Create communication plan.	The team will talk on how they will communicate and what platforms will be used.	1 day

3	1.2.8	Set up features in Project Tracking Monitoring System.	The team will start to code the system.	14 days
2	1.3	Execution	Work involved to execute the project.	23 days
3	1.3.1	Implement project plan and complete project tasks.	It will serve as the guide of the group.	1 days

3	1.3.2	Monitor project progress and adjust plan as needed.	Team leader will check the progress every day.	1 day
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3	1.3.3	Use Task Board and File Sharing features to collaborate and share information with team members	System development stage.	21 days
3	1.3.4	Use Communication features to keep stakeholders informed of project status and progress.	System development stage.	- days
2	1.4	Control	The work involved for the control process of the project.	Throughout the project
3	1.4.1	Monitor project progress and performance.	Overall project progress and performance.	Throughout the project
3	1.4.2	Use Reporting and Analytics features to track project metrics and performance.	Weekly team status meetings.	Weekly, every Monday
3	1.4.3	Adjust project plan and resources as needed to ensure project stays on track.	To ensure the project will be done on time.	Throughout the project

3	1.4.4	Manage potential risks and issues.	Determine the issues then look for solutions.	Throughout the project
3	1.4.5	Use Communication to address conflicts or concerns among team members or stakeholders.	Talk about each team members so that no one will be left behind.	Throughout the project
2	1.5	Closeout	The work to close-out the project.	23 days
3	1.5.1	Complete final project tasks and deliverables	Project Team conducts a final compilation of all project task and deliverables.	7 days
3	1.5.2	Review project performance and outcomes	Final review of the project outcome.	5 days
3	1.5.4	Use Reporting and Analytics features to generate project reports and lessons learned.	This is the overall reports of the project creation.	1 day
3	1.5.4	Archive project files and documents	All project related files and documents are formally archived.	8 days
3	1.5.5	Conduct project review meeting with team members and stakeholders to discuss successes and areas for improvement.	Project Manager conducts a formal close out meeting with the project team, project stakeholders and project sponsor.	1 day

3	1.5.5	Close out project in Project Tracking Monitoring System	Project Manager conducts a formal close out meeting with the project team, project stakeholders and project sponsor.	1 day
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Table 3: WBS Dictionary

GLOSSARY OF TERMS

The Work Breakdown Structure (WBS) glossary of terms is a document that provides definitions and explanations of the technical terms and acronyms used within the WBS. It is important to have a clear understanding of these terms, as they form the foundation of the project and play a critical role in its success. The WBS glossary of terms serves as a reference for the project team and stakeholders, helping them to better understand the language and concepts used within the WBS.

It is a valuable resource for project managers, as it allows them to clearly communicate the project scope and objectives to all team members and stakeholders and helps ensure that everyone is on the same page. The WBS glossary of terms is an essential part of the project management process and helps to ensure the project stays on track and meets its objectives.

Term	Definition
Level of Effort:	Level of Effort (LOE) refers to the amount of work required to finish a task.
WBS Code:	An identifier that is given to each element in a Work Breakdown Structure to show its place within the structure's hierarchy. This identifier helps to distinguish each element and its relation to the others in the structure.
Work Package:	A specific deliverable or task that is at the bottom level of its WBS branch.
WBS Component:	A part of the WBS that can be found at any level and can either be a Work Package or WBS Element without any restrictions on its definition.
WBS Element:	A specific component or part of the WBS that can be either a standalone element that includes work or it can be a container for other WBS Elements or Work Packages. It has various attributes associated with it.
WBS Estimated Duration	An estimate number of working days a particular component should be completed.

Table 4: Glossary of Terms

AUTHORIZATION

Approved by the Project Sponsor: