

GSOE9820

Engineering Project Management

Web Based Project

Project 2: Develop A WBS For A Local Stage Play

Project Plan



UNSW
SYDNEY

Group members

Feng Yu
Likun Cui
Danish Imtiaz
Jinpeng Gu
Wei He
Yubo Zhang

**School of Mechanical and Manufacturing Engineering
School of Computer Science and Engineering
University of New South Wales**

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INTRODUCTION

This project is the second group project for the course “Engineering project management”. It is based on the Exercise 5 in Chapter 4 of the textbook “Project Management: The Managerial Process”. Hereby we are required to develop a work breakdown structure (WBS) for a stage play which involves the scope, the main deliverables, a WBS in hierarchy, and an organisation breakdown structure (OBS). After that, we will cross the WBS with the OBS and work out an example with one of the work packages, and then present our project outcomes in a final report. This project proposal details the plans how this project will be conducted and specifies the methodologies used.

OBJECTIVES

The basic aim of this project is to define a project of a local stage play with three main areas of question:

- I. To work out the breakdown structure of the stage play work and comprehensively demonstrate each of the deliverables along with the description of the coding of WBS;
- II. To work out the breakdown structure of organisation and to identify each of the role's responsibility. Based on this, an OBS will be shown and integrated to the WBS;
- III. To put an example work package that will present the idea of a work package.

By getting through this project, we are expected to gain clear understanding of the WBS as a vital project management tool.

PROJECT DELIVERABLES

As a group, our work consists of the following deliverables for the project:

- I. To define the scope of the stage play project, i.e. roughly what sort of stage play it is going to be like;
- II. To present ideas from each of us about the WBS of a stage play project and its deliverables;
- III. To discuss the WBS and deliverables with each other and reach agreements.
- IV. To present ideas from each of us about the OBS crossed with the WBS;
- V. To discuss the OBS and reach agreements;
- VI. To present an example work package from each of us and discuss about it;
- VII. The project managers will present a final report based on our discussion.

KEY ROLES AND RESPONSIBILITIES

According to the course requirements, our group has nominated two project managers (PM's) for this project, who are Feng Yu and Likun Cui. The PM's have agreed to equally share their responsibilities in the following tasks:

- I. To develop a project plan (i.e. this document);
- II. To participate in and manage the forum discussion at Moodle;
- III. To motivate team members, encouraging their participation in the forum discussion;
- IV. To watch the project progress and guide the team through critical milestone timepoints;
- V. To prepare a final report which will comprehensively summarize outcomes of our online discussion.

Note that every team member, include the PM's, are equally responsible in the following online activities:

- I. To constantly participate in the online discussion at Moodle;
- II. To keep all the discussion directly related to this project on Moodle, rather than social media;
- III. To stay active on Moodle every day and provide constructive ideas and feedbacks;
- IV. To respect each other and discuss in a friendly environment;
- V. To keep pace with the time table and ensure all tasks are completed before the deadline;
- VI. To keep in mind that everyone will participate equally in all the tasks and the workload will not be split;
- VII. If any external copyright materials are used, manage references in the Harvard referencing style.

KEY TASKS OF PROJECT

The key tasks for our project are as follows:

- I. To define the scope of this project, i.e. to figure out what our stage play will be roughly like;
 --Read the chapter 4 and employ a project scope checklist(suggested in Page 102 of 5th edition of textbook.)
- II. To identify and agree on main deliverables of the corresponding project, e.g. play activities, event support, stage play production, etc.;
- III. To present the WBS in a hierarchy form and further decompose main deliverables to include all work necessary for the project. We could learn from examples presented at the lectures on deck construction and the tablet prototype;
 --An example of WBS figure is provided in Page 112 of 5th edition.
- IV. To discuss and code the WBS;
 --The standard coding method is provided in Page 114 of 5th edition.
- V. To identify which people are needed, e.g. writer, actors, director, finance team, guards, etc., and develop an OBS;
- VI. To intersect the WBS and OBS, i.e. to identify who will be involved in which part or parts of work;

--The introduction of OBS could be find in Page 113 of 5th edition.

- VII. To give an example of the work packages in one of the cost accounts, which may contain the work to do, the length of time to complete it, the budget, the resources needed, and every person who is responsible for a unit of work;
- VIII. With each stage of the discussion, the PM's to summarise the agreements reached and controversies;
- IX. All group members to discuss on the final report draft and resent their suggestions;
- X. The PM's to finalise the project report.

PROJECT SCHEDULE

Considering that we have 7 discussion topics, if we take account for the first day writing the plan and the final 2 days drafting up the final report, we would have roughly 10 days for our discussion. Then the proposed schedule of the project would be as follows:

Task	Starting date	Finishing date	Responsible personnel
Composing of the project plan	28-Aug	29-Aug	PM's
Defining the scope	30-Aug	31-Aug	All
Identify and agree on main deliverables	31-Aug	2-Sep	All
Present individual WBS structures and discuss	2-Sep	4-Sep	All
Code the WBS	4-Sep	5-Sep	All
Integrate the WBS with the organisation (OBS) and discuss	5-Sep	7-Sep	All
Give an example of the work packages	7-Sep	9-Sep	All
Drafting the final report	9-Sep	10-Sep	PM's
Presenting the final report before 5pm	11-Sep	11-Sep	PM's

Below is our Gantt chart which represents the same time arrangement:

Task	28-Aug	29-Aug	30-Aug	31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep
Composing of the project plan															
Defining the scope															
Identify and agree on main deliverables															
Present individual WBS structures and discuss															
Code the WBS															
Integrate the WBS with the organisation (OBS) and discuss															
Give an example of the work packages															
Drafting the final report															
Presenting the final report before 5pm															