WORK BREAKDOWN STRUCTURE (WBS)
Documentary & Website Project – Prof. Grace Otinwa

0.0 PROJECT MANAGEMENT
0.1 Initiation
- 0.1.1 Develop project charter
- 0.1.2 Identify stakeholders
- 0.1.3 Conduct kick-off meeting
- 0.1.4 Define scope statement

0.2 Planning
- 0.2.1 Create Work Breakdown Structure
- 0.2.2 Define project schedule
- 0.2.3 Develop communication plan
- 0.2.4 Develop risk register
- 0.2.5 Develop RACI matrix
- 0.2.6 Prepare project budget (if applicable)

0.3 Execution & Monitoring
- 0.3.1 Weekly update meetings
- 0.3.2 Daily team check-ins (as needed)
- 0.3.3 Manage changes via change log
- 0.3.4 Monitor risks and issues
- 0.3.5 Progress reporting

0.4 Closure
- 0.4.1 Final review & approval
- 0.4.2 Handover of deliverables
- 0.4.3 Archive project documents
- 0.4.4 Project closure meeting

1.0 REQUIREMENTS & PRE-PRODUCTION
1.1 Requirements Gathering
- 1.1.1 Conduct interviews with project sponsor
- 1.1.2 Gather website content requirements
- 1.1.3 Gather documentary content requirements
- 1.1.4 Identify technical constraints
- 1.1.5 Draft preliminary BRD

1.2 Documentation
- 1.2.1 Finalize BRD
- 1.2.2 Requirements Traceability Matrix (RTM)
- 1.2.3 Approvals for all requirements

1.3 Creative Direction
- 1.3.1 Define documentary tone & style
- 1.3.2 Create website UI/UX moodboard

- 1.3.3 Review past media samples
- 1.3.4 Approve creative direction

2.0 DOCUMENTARY PRODUCTION
2.1 Pre-Production
- 2.1.1 Script finalization
- 2.1.2 Storyboard development
- 2.1.3 Interview question design
- 2.1.4 Schedule shoot dates
- 2.1.5 Location scouting (UNILAG, home, church, office)
- 2.1.6 Arrange lighting, sound, and camera equipment
- 2.1.7 Secure consent & release forms
- 2.1.8 Assign production crew roles

2.2 Filming
- 2.2.1 Shoot aerial shots
- 2.2.2 Capture B-roll footage (UNILAG, classroom, church, family moments)
- 2.2.3 Conduct interviews
- 2.2.4 Capture archival photos and documents
- 2.2.5 Backup raw footage
- 2.2.6 Review daily footage

2.3 Post-Production
- 2.3.1 Organize footage
- 2.3.2 Develop intro & foundation sequence
- 2.3.3 Cut interviews
- 2.3.4 Add b-roll overlays
- 2.3.5 Add soundtrack & audio design
- 2.3.6 Color grading
- 2.3.7 Motion graphics (name tags, lower thirds, titles)
- 2.3.8 Voice-over recording
- 2.3.9 Sync narration with scenes
- 2.3.10 First draft edit
- 2.3.11 Sponsor review → feedback
- 2.3.12 Final edit & sound mastering
- 2.3.13 Export in required formats

2.4 Delivery
- 2.4.1 Final documentary handoff
- 2.4.2 Upload to website
- 2.4.3 Archive project files

3.0 WEBSITE DEVELOPMENT

3.1 Content Preparation
- 3.1.1 Compile biography
- 3.1.2 Compile career achievements timeline
- 3.1.3 Gather academic publications
- 3.1.4 Gather photos and media
- 3.1.5 Transcribe key moments from documentary
- 3.1.6 Prepare testimonials

3.2 UI/UX Design
- 3.2.1 Create wireframes for all pages
- 3.2.2 Create high-fidelity designs
- 3.2.3 Define typography & color palette
- 3.2.4 Review with sponsor
- 3.2.5 Approve UI/UX design package

3.3 Development
- 3.3.1 Set up hosting & domain
- 3.3.2 Build website architecture
- 3.3.3 Develop homepage
- 3.3.4 Develop biography page
- 3.3.5 Develop achievements timeline
- 3.3.6 Develop gallery page
- 3.3.7 Integrate documentary page
- 3.3.8 Add contact section
- 3.3.9 Implement responsive design
- 3.3.10 CMS content upload

3.4 Testing
- 3.4.1 Functional testing
- 3.4.2 Content accuracy review
- 3.4.3 Multimedia testing (video playback, image quality)
- 3.4.4 Mobile responsiveness testing
- 3.4.5 Cross-browser testing
- 3.4.6 Fixing bugs and issues
- 3.4.7 Final sponsor UAT

3.5 Deployment
- 3.5.1 Migrate to production
- 3.5.2 Final verification
- 3.5.3 Handover hosting credentials
- 3.5.4 Publish website

4.0 PROJECT CLOSURE

4.1 Final Handover

- 4.1.1 Deliver final documentary files
- 4.1.2 Deliver website files & access credentials
- 4.1.3 Transfer ownership to the sponsor

4.2 Documentation Closure

- 4.2.1 Archive contracts, consent forms, and raw footage
- 4.2.2 Archive project management documents
- 4.2.3 Update final project report

4.3 Formal Closure

- 4.3.1 Conduct closure meeting
- 4.3.2 Capture lessons learned
- 4.3.3 Celebrate completion

PROJECT SCHEDULE TABLE (Jan 10 – Apr 30)

Responsible	Action	Start Date	End Date
Project Manager	Project Kickoff & Alignment	Jan 10	Jan 12
Project Manager	Requirement Gathering	Jan 13	Jan 17
Project Manager	Develop Project Charter	Jan 18	Jan 20
PM / BA	Create WBS	Jan 21	Jan 23
Project Manager	Develop Project Schedule	Jan 24	Jan 26
PM / Risk Officer	Create Risk Register	Jan 27	Jan 30
Project Manager	Create Stakeholder Register	Jan 31	Feb 2
Project Manager	Develop Communication Plan	Feb 3	Feb 5

Documentary Production
Pre-Production

Responsible	Action	Start Date	End Date
Research Lead / PM	Research & Story Development	Feb 6	Feb 10
Scriptwriter	Scriptwriting	Feb 11	Feb 14
PM / Casting Coordinator	Schedule Interviewees	Feb 15	Feb 18
PM / Logistics Lead	Logistics Planning	Feb 19	Feb 20

Production

Responsible	Action	Start Date	End Date
Video Team	Record Interviews	Feb 21	Mar 5
Videographer	Record B-Roll Footage	Mar 6	Mar 10

Post-Production

Responsible	Action	Start Date	End Date
Video Editor	Editing Phase 1 (Rough Cut)	Mar 11	Mar 22
Video Editor	Editing Phase 2 (Sound & Graphics)	Mar 23	Mar 31
Video Editor	Final Edit + Color Grading	Apr 1	Apr 6
PM / Sponsor	Review & Final Approval	Apr 7	Apr 10

Website Development
UI/UX Design

Responsible	Action	Start Date	End Date
UI/UX Designer	Wireframing	Feb 15	Feb 20
UI/UX Designer	High-Fidelity UI Design	Feb 21	Mar 1

Development

Responsible	Action	Start Date	End Date
Frontend Developer	Frontend Development	Mar 2	Mar 12
Backend Developer	Backend Setup	Mar 13	Mar 18
Content Manager	Content Upload	Mar 19	Mar 22

Testing & Deployment

Responsible	Action	Start Date	End Date
QA Engineer	QA Testing	Mar 23	Mar 31
PM / Sponsor	User Acceptance Testing	Apr 1	Apr 5
Developer	Final Deployment	Apr 6	Apr 10
PM / Trainer	Training & Handover	Apr 11	Apr 20

Project Closure

Responsible	Action	Start Date	End Date
Project Manager	Final Documentation	Apr 21	Apr 25

Responsible	Action	Start Date	End Date
Project Manager	Lessons Learned Session	Apr 26	Apr 28
Project Manager	Project Close-Out	Apr 29	Apr 30