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**Work Breakdown Structure**

**The Virtual Job Fair**

**Nova Scotia Community College**

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Table of Contents

[Introduction 3](#_Toc55570311)

[Project Objectives 3](#_Toc55570312)

[Summary Milestones Schedule 4](#_Toc55570313)

[Outline View 5](#_Toc55570314)

[Tabular View 6](#_Toc55570315)

[WBS Dictionary 7](#_Toc55570316)

[Glossary of Terms 10](#_Toc55570317)

[References 11](#_Toc55570318)

# Introduction

The major objectives of the Virtual Job Fair (VJF) project is to develop a software application through which NSCC’s virtual job fair will be conducted. The app will be web-based and users don’t need to download the app to use. The Work Breakdown Structure (WBS) provides a deliverable-oriented hierarchical decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables.

The Work Breakdown Structure presented here represents all the work required to complete this project.

# Project Objectives

The virtual job fair app (VJF) directly supports the NSCC’s goals and objectives to provide a variety of career resources, they are

| **Objectives** | **Description** |
| --- | --- |
| Provide career resources | Web-based app will enable students to communicate with potential employers in real-time and explore career opportunities. |
| Improve communication and accessibility | Graduates and students can communicate with companies via video, live chat, or even text message. They do not need to wait in a queue to contact any employer for a long time. Students from different campuses can attend the fair. |
| Utilize resources | The VJF will be developed by existing students, students will get experience to work on a real industry project. |
| Reduce costs | No physical space is required, entertainment, logistics, food costs will reduce. |

By implementing the VJF project, NSCC will have a web-based app with the following features

* The app hosts virtual job fair and conferences, engage participants with companies over real-time chat, text message, and video without making the app download.
* Enable to interact with 50 companies with 50 students over video streaming at a time.
* Enable to communicate 100 companies with 500 students over live chat at a time.
* Allow communicating through text messages, through Whatsapp, emojis, zoom integration.
* Allow scheduling an online meeting/interview.

# Summary Milestones Schedule

The project Summary Milestone Schedule is presented below. As requirements are more clearly defined this schedule may be modified. Any changes will be communicated through project status meetings by the project manager.

| **Milestones** | **Target Date** |
| --- | --- |
| Requirements gathering completed | 10/19/2020 |
| Requirements analysis and final requirements | 10/27/2020 |
| Test Plan | 11/20/2020 |
| Integration design of text, live chat, and video features to the app | 11/23/2020 |
| Final integration design | 12/01/2020 |
| Integration completed | 01/14/2021 |
| Refactoring of code development | 01/26/2021 |
| Load testing | 09/02/2021 |
| Initial deployment | 02/17/2021 |
| Final deployment | 02/23/2021 |

# Outline View

The outline view of the VJF project work breakdown are as follows:

1. The Virtual Job Fair (VJF)
   1. Initiation
      1. Develop the project proposal
      2. Develop Business Case
      3. Submit project proposal and Business Case
      4. Develop Project Charter
      5. Submit Project Charter
      6. Project Sponsor Reviews Project Charter
      7. Project Charter Approved
   2. Planning
      1. Create Preliminary Scope Statement
      2. Determine Project Team
      3. Project Team Kickoff Meeting
      4. Develop Project Plan
      5. Submit Project Plan
      6. Project Plan Approval
   3. Execution
      1. Project Kickoff Meeting
      2. Conduct a survey to the potential participating companies for requirements
      3. Conduct a survey to the NSCC students to gather requirements
      4. Gather Companies Requirements through a survey
      5. Gather Students Requirements through a survey
      6. Analysis and Validate User Requirements
      7. Interface Design
      8. System Design
      9. Database Design
      10. Implementation (Coding)
      11. Testing
      12. Host the app to the Web
      13. Testing Phase
      14. Host Live App
      15. Go Live
   4. Control
      1. Project Management
      2. Project Status Meetings
      3. Risk Management
      4. Update Project Management Plan
   5. Closeout
      1. Conduct Project Audit
      2. Document Lessons Learned
      3. Update Files/Records
      4. Gain Formal Acceptance
      5. Archive Files/Documents

# Tabular View

The tabular view of WBS of the VJF project are described below, which breaks down work into smaller tasks to make the work more manageable and approachable.

| Level 1 | Level 2 | Level 3 |
| --- | --- | --- |
| 1 The Virtual Job Fair App (VJF) | 1.1 Initiation | 1.1.1 Develop the project proposal  1.1.2 Develop Business Case  1.1.3 Submit project proposal and Business Case 1.1.4 Develop Project Charter  1.1.5 Submit Project Charter  1.1.6 Project Sponsor Reviews Project Charter  1.1.7 Project Charter Approved |
| 1.2 Planning | 1.2.1 Create Preliminary Scope Statement  1.2.2 Determine Project Team  1.2.3 Project Team Kickoff Meeting  1.2.4 Develop Project Plan  1.2.5 Submit the Project Plan  1.2.6 Project Plan Approval |
| 1.3 Execution | 1.3.1 Project Kickoff Meeting  1.3.2 Conduct a survey to the potential participating companies for requirements  1.3.3 Conduct a survey to the NSCC students to gather requirements  1.3.4 Gather Companies Requirements through a survey  1.3.5 Gather Students Requirements through a survey  1.3.6 Analysis and Validate User Requirements  1.3.7 Interface Design  1.3.8 Design System  1.3.9 Database Design  1.3.10 Implementation (Coding)  1.3.11 Testing  1.3.12 Web Hosting  1.3.13 Testing Phase  1.3.14 Host Live App  1.3.15 Go Live |
| 1.4 Control | 1.4.1 Project Management  1.4.2 Project Status Meetings  1.4.3 Risk Management  1.4.4 Update Project Management Plan |
| 1.5 Closeout | 1.5.1 Conduct Project Audit  1.5.2 Document Lessons Learned  1.5.3 Update Files/Records  1.5.4 Gain Formal Acceptance  1.5.5 Archive Files/Documents |

# WBS Dictionary

The WBC dictionary contains all the details of the WBS which is necessary to successfully complete the project. It contains a definition of each work package which can be broken further as a mini scope statement. The resources of the project will look at the WBS dictionary to determine the scope of the work package they have been assigned.

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 1 | The Virtual Job Fair (VJF) | All work to implement a new web-based application to host NSCC’s virtual job fair. |
| 2 | 1.1 | Initiation | The work to initiate the project. |
| 3 | 1.1.1 | Develop project proposal | The proposal contains the problem, the objectives, cost, the solution, and alternative solution analysis. |
| 4 | 1.1.2 | Develop business case | The problem definition and solution analysis. |
| 5 | 1.1.3 | Submit project proposal and business case | Submit these documents to the sponsor. |
| 6 | 1.1.4 | Develop Project Charter | Project Manager to develop the Project Charter for the project’s formal approval |
| 7 | 1.1.5 | Submit Project Charter | Project Charter is delivered to the Project Sponsor. |
| 8 | 1.1.6 | Project Sponsor Reviews Project Charter | Project sponsor reviews the Project Charter. |
| 9 | 1.1.7 | Project Charter Approved | The Project Sponsor signs the Project Charter which authorizes the Project Manager to move to the Planning Process. |
| 1 | 1.2 | Planning | The work for the planning process for the project. |
| 2 | 1.2.1 | Create Preliminary Scope Statement | Project Manager creates a Preliminary Scope Statement. |
| 3 | 1.2.2 | Determine Project Team | The Project Manager determines the project team and requests the resources. |
| 4 | 1.2.3 | Project Team Kickoff Meeting | The planning process is officially started with a project kickoff meeting which includes the Project Manager, Project Team. |
| 5 | 1.2.4 | Develop Project Plan | With the supervision of the Project Manager, the team develops the project plan. |
| 6 | 1.2.5 | Submit Project Plan | Project Manager submits the project plan for approval. |
| 7 | 1.2.6 | Project Plan Approval | The project plan is approved by the sponsor and the Project Manager has permission to proceed to execute the project according to the project plan. |
| 1 | 1.3 | Execution | Work involved to execute the project. |
| 2 | 1.3.1 | Project Kickoff Meeting | Project Manager conducts a formal kick off meeting with the project team, project stakeholders and project sponsor. |
| 3 | 1.3.2 | Conduct a survey to the potential participating companies for requirements | Team members will conduct the survey. |
| 4 | 1.3.3 | Conduct a survey to the NSCC students to gather requirements | Team members will conduct the survey. |
| 5 | 1.3.4 | Gather Companies Requirements through a survey | Team members collect the requirements from the survey. |
| 6 | 1.3.5 | Gather Students Requirements through a survey | Team members collect the requirements from the survey. |
| 5 | 1.3.6 | Analyze and Validate User Requirements | The user requirements are reviewed by the project manager and team, then validated with the users/stakeholders. This is where additional clarification may be needed. |
| 6 | 1.3.7 | Interface Design | The technical resources will develop the interface. |
| 7 | 1.3.8 | System Design | The technical resources design the new app. |
| 8 | 1.3.9 | Database Design | The technical resources design relational database design. |
| 9 | 1.3.10 | Implementation | The team will develop the application. |
| 10 | 1.3.11 | Testing | The QAs will conduct software testing. |
| 11 | 1.3.12 | Host the app to the Web | Team installs a development app for testing and customizations of user interfaces. |
| 12 | 1.3.13 | Testing Phase | The system is tested with a select set of users. |
| 13 | 1.3.14 | Host Live App | The web-based app is hosted and integrated. |
| 14 | 1.3.15 | Go Live | The app goes live to the users. |
| 1 | 1.4 | Control | The work involved for the control and monitoring process of the project. |
| 2 | 1.4.1 | Project Management | Overall project management for the project. |
| 3 | 1.4.2 | Project Status Meetings | Weekly team status meetings. |
| 4 | 1.4.3 | Risk Management | Risk management efforts as defined in the Risk Management Plan. |
| 5 | 1.4.4 | Update Project Management Plan | Project Manager updates the Project Management Plan as the project progresses. |
| 1 | 1.5 | Closeout | The work to close-out the project. |
| 2 | 1.5.1 | Conduct Project Audit | The audit confirms the documentations and actual progress of the project work. |
| 3 | 1.5.2 | Document Lessons Learned | Project Manager along with the project team performs a lessons learned meeting and documents the lessons learned for the project. |
| 4 | 1.5.3 | Update Files/Records | All files and records are updated to reflect the VJF project. |
| 5 | 1.5.4 | Gain Formal Acceptance | The Project Sponsor formally accepts the project by signing the acceptance document included in the project plan. |
| 6 | 1.5.5 | Archive Files/Documents | All project-related files and documents are formally archived. |

# Glossary of Terms

Level of Effort: Level of Effort (LOE) is how much work is required to complete a task.

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.

Deliverables: Identify the product, service, or results created when all of the work in this work package is complete. Include any critical intermediate deliverables.

Budget: Designate the budget for this work package, plus any critical resource information and assumptions.

Team: The project team consists of the full-time and part-time resources assigned to work on the deliverables of the project.

Scope: Scope is the way you describe the boundaries of the project; it defines what the project will deliver and what it will not deliver.

Client: Clients are the people or organizations for whom the project is being undertaken.

Project Manager: They are organized, passionate and goal-oriented who understand what projects have in common, and their strategic role in how organizations succeed, learn and change.

Sponsor:  The project sponsor is “a person or group who provides resources and support for the project, program or portfolio for enabling success.

Team member: Team members are the individuals who actively work on one or more phases of the project.

# References

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