**Work Breakdown Structure (WBS)**

**EZ-Maintenance Project**

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**Introduction**

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

**Outline View**

* EZ-Maintenance Project
* Gather Data
* Evaluation & Recommendations
* Assess stakeholders
* Market Research
* Project Sponsor Reviews Data
* Project Charter Signed/Approved
* Create charts
* Create gantt chart
* Create Pert Chart
* Create WBS
* Create Network Diagram
* Create Budget
* Initialize EVM
* Select subcontractors
* Finalize scope
* Determine platform/technologies
* Write Proposal
* Consolidate project progress
* Formalize budget
* Develop stakeholder presentation
* Update Project Management Plan
* Meet Stakeholders
* Implement presentation
* Gather feedback/concerns
* Update Files/Records
* Present to Project sponsor
* Create Plan
* Reassess gantt chart and pert diagram
* Assign tasks to groups
* Update Project Management Plan
* Brief entire team
* Present to project sponsor
* Final plan approved
* Schedule work
* Establish Deadlines
* Gather teams
* Publish schedule
* Begin Development
* Create scaffolding
* Assign modules
* Environment preparation
* Setup
* Module 1
* Create scaffolding
* Develop framework
* Generate test data
* Testing
* Module 2
* Develop framework
* Generate test data
* Testing
* Unify Modules
* Module one scaffolded
* Module two scaffolded
* Project testing
* Update Project Management Plan
* Module 3
* Develop framework
* Generate test data
* Testing
* Module 4
* Develop framework
* Generate test data
* Testing
* Unify Modules
* Module three scaffolded
* Module four scaffolded
* Project testing
* Update Project Management Plan
* Unify Project
* Update testing data
* Install on testing hardware
* Project testing
* Feedback period
* Deploy project in limited testing environment
* Gather feedback
* Implement minor changes
* Modifications
* Plan major modifications
* Implement major changes
* Re-install on testing hardware
* Test major changes
* Training
* Combine documentation
* Finalize manuals/help materials
* Hire help line staff
* Wrap up
* Whole team meeting
* Break down failures successes
* Document learning
* Present to stakeholders
* Present to sponsor
* Complete!

**Hierarchical Structure**

|  |  |  |
| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 | EZ-Maintenance Project |
| 2 | 1.1 | Gather Data |
| 3 | 1.1.1 | Evaluation and recommendations |
| 3 | 1.1.2 | Assess stakeholders |
| 3 | 1.1.3 | Market Research |
| 3 | 1.1.4 | Project Sponsor Reviews Data |
| 3 | 1.1.5 | Project Charter Signed/Approved |
| 2 | 1.2 | Create Charts |
| 3 | 1.2.1 | Create Gantt chart |
| 3 | 1.2.2 | Create Pert diagram |
| 3 | 1.2.3 | Create WBS |
| 3 | 1.2.4 | Create network diagram |
| 2 | 1.3 | Create Budget |
| 3 | 1.3.1 | Initialize EVM |
| 2 | 1.3.2 | Select subcontractors |
| 3 | 1.3.3 | Finalize scope |
| 3 | 1.3.4 | Determine platform/technologies |
| 2 | 1.4 | Write Proposal |
| 3 | 1.4.1 | Consolidate project progress |
| 3 | 1.4.2 | Formalize budget |
| 3 | 1.4.3 | Develop stakeholder presentation |
| 3 | 1.4.4 | Update project management plan |
| 2 | 1.5 | Meet Stakeholders |
| 3 | 1.5.1 | Present |
| 3 | 1.5.2 | Gather feedback/concerns |
| 3 | 1.5.3 | Update Records |
| 3 | 1.5.4 | Present to sponsor |
| 2 | 1.6 | Create Plan |
| 3 | 1.6.1 | Reassess gantt |
| 3 | 1.6.2 | Assign tasks |
| 3 | 1.6.3 | Update project management plan |
| 3 | 1.6.4 | Brief team |
| 3 | 1.6.5 | Present to sponsor |
| 3 | 1.6.6 | Final plan approved |
| 2 | 1.7 | Schedule Work |
| 3 | 1.7.1 | Establish Deadlines |
| 3 | 1.7.2 | Gather teams |
| 3 | 1.7.3 | Publish schedule |
| 2 | 1.8 | Begin Development |
| 3 | 1.8.1 | Create scaffolding |
| 3 | 1.8.2 | Assign modules |
| 3 | 1.8.3 | Environment preparation |
| 3 | 1.8.4 | Setup |
| 2 | 1.9 | Module 1 |
| 3 | 1.9.1 | Create scaffolding |
| 3 | 1.9.2 | Develop framework |
| 3 | 1.9.3 | Generate test data |
| 3 | 1.9.4 | Testing |
| 2 | 2.1 | Module 2 |
| 3 | 2.1.1 | Develop framework |
| 3 | 2.1.2 | Generate test data |
| 3 | 2.1.3 | Testing |
| 2 | 2.2 | Unify Modules |
| 3 | 2.2.1 | Module one scaffolded |
| 3 | 2.2.2 | Module two scaffolded |
| 3 | 2.2.3 | Project testing |
| 3 | 2.2.4 | Update project management plan |
| 2 | 2.3 | Module 3 |
| 3 | 2.3.1 | Develop framework |
| 3 | 2.3.2 | Generate test data |
| 3 | 2.3.3 | Testing |
| 2 | 2.4 | Module 4 |
| 3 | 2.4.1 | Develop framework |
| 3 | 2.4.2 | Generate test data |
| 3 | 2.4.3 | Testing |
| 2 | 2.5 | Unify Modules |
| 3 | 2.5.1 | Module three scaffolded |
| 3 | 2.5.2 | Module four scaffolded |
| 3 | 2.5.3 | Project testing |
| 3 | 2.5.4 | Update project management plan |
| 2 | 2.6 | Unify Project |
| 3 | 2.6.1 | Update testing data |
| 3 | 2.6.2 | Install on testing hardware |
| 3 | 2.6.3 | Project testing |
| 2 | 2.7 | Feedback Period |
| 3 | 2.7.1 | Deploy project in limited testing environment |
| 3 | 2.7.2 | Gather feedback |
| 3 | 2.7.3 | Implement minor changes |
| 2 | 2.8 | Modifications |
| 3 | 2.8.1 | Plan major work |
| 3 | 2.8.2 | Implement major changes |
| 3 | 2.8.3 | Re-install on testing hardware |
| 3 | 2.8.4 | Test major changes |
| 2 | 2.9 | Training |
| 3 | 2.9.1 | Combine documentation |
| 3 | 2.9.2 | Finalize manuals/help material |
| 3 | 2.9.3 | Hire help line staff |
| 2 | 3.1 | Wrap Up |
| 3 | 3.1.1 | Team meeting |
| 3 | 3.1.2 | Break down failures successes |
| 3 | 3.1.3 | Document learning |
| 3 | 3.1.4 | Present to stakeholders |
| 3 | 3.1.5 | Present to sponsor |
| 3 | 3.1.6 | Complete! |

**WBS Dictionary**

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| --- | --- | --- | --- |
| Level | WBS Code | Element Name | Definition |
| 1 | 1 | Widget Management System | All work to implement a new widget management system. |
| 2 | 1.1 | Initiation | The work to initiate the project. |
| 3 | 1.1.1 | Evaluation & Recommendations | Working group to evaluate solution sets and make recommendations. |
| 3 | 1.1.2 | Develop Project Charter | Project Manager to develop the Project Charter. |
| 3 | 1.1.3 | Deliverable: Submit Project Charter | Project Charter is delivered to the Project Sponsor. |
| 3 | 1.1.4 | Project Sponsor Reviews Project Charter | Project sponsor reviews the Project Charter. |
| 3 | 1.1.5 | Project Charter Signed/Approved | The Project Sponsor signs the Project Charter which authorizes the Project Manager to move to the Planning Process. |
| 2 | 1.2 | Planning | The work for the planning process for the project. |
| 3 | 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. |
| 3 | 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 and Project Sponsor (optional). |
| 3 | 1.2.4 | Develop Project Plan | Under the direction of the Project Manager the team develops the project plan. |
| 3 | 1.2.5 | Submit Project Plan | Project Manager submits the project plan for approval. |
| 3 | 1.2.6 | Milestone: Project Plan Approval | The project plan is approved and the Project Manager has permission to proceed to execute the project according to the project plan. |
| 2 | 1.3 | Execution | Work involved to execute the project. |
| 3 | 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 | Verify & Validate User Requirements | The original user requirements is reviewed by the project manager and team, then validated with the users/stakeholders. This is where additional clarification may be needed. |
| 3 | 1.3.3 | Design System | The technical resources design the new widget management system. |
| 3 | 1.3.4 | Procure Hardware/Software | The procurement of all hardware, software and facility needs for the project. |
| 3 | 1.3.5 | Install Development System | Team installs a development system for testing and customizations of user interfaces. |
| 3 | 1.3.6 | Testing Phase | The system is tested with a select set of users. |
| 3 | 1.3.7 | Install Live System | The actual system is installed and configured. |
| 3 | 1.3.8 | User Training | All users are provided with a four hours training class. Additionally, managers are provided with an additional two hours class to cover advanced reporting. |
| 3 | 1.3.9 | Go Live | System goes live with all users. |
| 2 | 1.4 | Control | The work involved for the control process of the project. |
| 3 | 1.4.1 | Project Management | Overall project management for the project. |
| 3 | 1.4.2 | Project Status Meetings | Weekly team status meetings. |
| 3 | 1.4.3 | Risk Management | Risk management efforts as defined in the Risk Management Plan. |
| 3 | 1.4.4 | Update Project Management Plan | Project Manager updates the Project Management Plan as the project progresses. |
| 2 | 1.5 | Closeout | The work to close-out the project. |
| 3 | 1.5.1 | Audit Procurement | An audit of all hardware and software procured for the project, ensures that all procured products are accounted for and in the asset management system. |
| 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. |
| 3 | 1.5.3 | Update Files/Records | All files and records are updated to reflect the widget management system. |
| 3 | 1.5.4 | Gain Formal Acceptance | The Project Sponsor formally accepts the project by signing the acceptance document included in the project plan. |
| 3 | 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.

WBS Code: A unique identifier assigned to each element in a Work Breakdown Structure for the purpose of designating the elements hierarchical location within the WBS.

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.