WBS & Ghantt

Left side is WBS, right side is schedule (chapter 6)

A wbs is a deliverable oriented grouping of the work involved in project that defines its total scope. Most projects involve many people and many different deliverables, important to organize and divide work into logical parts based on how the work will be performed. Wbs is the foundation document in pm because it provides the basis for planning and managing project schedules, costs resources and changes. Because it defines the total scope, some pm experts believe that work should not be done if it is not in the wbs.

Depicted as a task oriented tree of activities, similar to an organisational chart. Team organizes the wbs around project products, phases, or process groups.

A work package is the task at the lowest level of the WBS, other levels are called summary tasks.

Estimates in work time should only be entered at the work package level.

Ghantt charts provide a standard format for displaying project schedule information by listing project activities in a WBS and their corresponding start and finish dates in calendar form.

Displays milestones, summary tasks, individual task durations, and arrows showing dependencies.

Milestones are an important part of schedules, especially for large projects.

Milestones reduce schedule risk, track significant points in the project.

To make a milestone meaningful, use the SMART criteria to help define them.   
Specific  
Measurable  
Assignable  
Realistic  
Time-framed

If an event fits these criteria, then it would be a good candidate for a milestone

(give an example)