

WORK BREAKDOWN STRUCTURE

Project Name	The Importance of Project Management in Our Daily Life Video Project	Date	
Project Number	2	Document Number	
Project Manager	Sharif Salah	Project Owner/Client	Omar Dawood

WBS Code /ID				Component Name	Brief Description
1.				Project	The Importance of Project Management in Our Daily Life Video Project
	1.1			Development Phase	
			1.1.1	Study about Articles Related to PM and how to apply it	
			1.1.2.	Core Team Identification	
			1.1.3.	Purchase Suitable Software	
			1.1.4.	Purchase Suitable Hardware	
			1.1.5.	Team Personality Test	
			1.1.6.	Prepare a Summary about work done	
	1.2.			Pre-Production Phase	
			1.2.1	Script preparation	
			1.2.2	Script Writing	
			1.2.3	Budget Planning	
			1.2.4	Scheduling	
			1.2.5	Camera and material prep.	
			1.2.6	Pre-production wrap and production kick off	
	1.3.			Production Phase	
			1.3.1	Record Data for all Shots	
			1.3.2	Script Supervision	
			1.3.3	Review what have been shot each day to determine what	

				can be used	
			1.3.4.	Revise shooting schedule	
			1.3.5.	Communicate updates and changes with team members	
	1.4			Post-Production Phase	
			1.4.1	Edit Video footage	
			1.4.2	Mix Audio	
			1.4.3	Add Graphic & Special Effects	
			1.4.4	Add voice over from project team	
			1.4.5	Add music using software included	
	1.5			Closing	
			1.5.1	Review the video produced for the last time	
			1.5.2	Design a graphic design	
			1.5.3	Display the video for your sponsor	
			1.5.4	Display the video for your instructor	