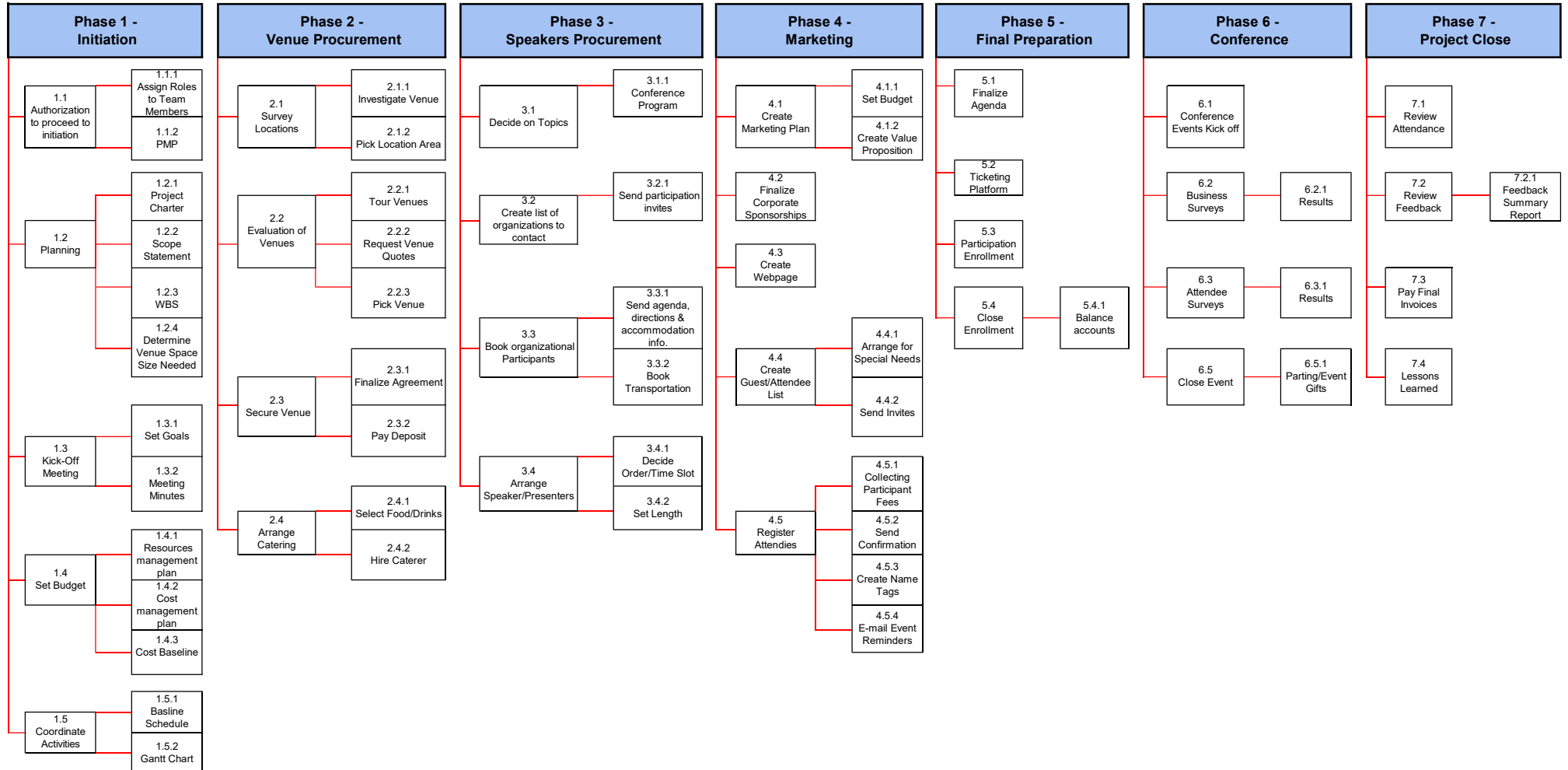


Date Prepared: 6/26/2022



WBS Dictionary**Project Title:** Helping STEM Students Excel, Inc. (HSSE, Inc) Professional Development Conference**Date Prepared:** 6/26/2022

Work Package Name	ID	Description of Work	Resource Required
Assign Roles to Team Members	1.1.1	Designate: Career Fair Project Manager, Marketing Project Manager, Budget Project Manager, Attendee Registration, Organization Solicitation, Scheduling Project Manager, Technology Coordinator, Event Coordinator	Key Stakeholders
PMP	1.1.2	Get buy-in and advise from PMP advisors	Project Manager
Project Charter	1.2.1	Identify the Purpose, Objective, and Project Specification Set a Budget Define Deliverables Create Timeframe and Milestones List Key Stakeholders Layout Team Roles and Responsibilities	Key Stakeholders
Scope Statement	1.2.2	Define the Key Objectives Outline the project statement of work Identify Major Deliverables Identify Major Constraints Obtain Sign-off	Key Stakeholders
WBS	1.2.3	Project Managers recruit teams for their conference projects and map out plan for accomplishing tasks on schedule	Business Analyst
Determine Venue Space/Size Needed	1.2.4	Finalize projected amount of attendees and career fair participants	Marketing Team
Set Goals	1.3.1	Finalize quality and acceptance criteria for work items in phases 2-7	Key Stakeholders
Kick -Off Meeting Minutes	1.3.2	Discuss Project objective, constraints, deliverable, and Project Management Plan.	Project Team and Sponsors Administrative Assistant
Resource Management Plan	1.4.1	Decide how human, equipment, technology and work spaces will be categorized, allocated, managed, and released for conference use	Key Stakeholders
Cost Management Plan	1.4.2	Compile a list of tasks and the resources required to complete them Identify and allocate resources to tasks based on your team's capacity Estimate the task length to create a project schedule (with some buffer) Calculate the project cost based on a chosen estimation method Use project cost estimating tools to track budgets in real time	Business Analyst
Cost Baseline	1.4.3	Get Approval for Salaries, Materials, equipment, speaker fees, etc.	Business Analyst
Baseline Schedule	1.5.1	Finalize task completion schedule for high level duties	Business Analyst
Gantt Chart	1.5.2	Event Coordinator will forward Gantt Chart updates to respective Project managers.	Business Analyst
Investigate Venue	2.1.1	Develop Short list of vendor locations in the Houston Downtown Area	Conference Coordinator
Pick Location	2.1.2	Decide which space best meets HSSE needs and goals	Business Analyst
Tour Venues	2.2.1	Final Site Visits	Senior Consultant
Venue Quotes	2.2.2	Decide which Venue has best pricing that also meets HSSE needs	Senior Consultant
Select Venue	2.2.3	Chose venue based on best option for the conference, based on price, lead time, location and terms.	Conference Coordinator
Finalize Agreement	2.3.1	Sign off my Key Stakeholders on agreed plan for Conference.	Key Stakeholders
Venue Deposit	2.3.2	Complete any required payments to secure the venue	Accountant
Select Food/Drinks	2.4.1	Consider the following events for catering: Career Fair (Drinks/ Finger Foods), Morning Workshops Continental breakfast, Afternoon Workshops (Sandwich lunches),	Conference Coordinator
Caterer	2.4.2	Hire Caterer for finger foods and drinks.	Senior Consultant
Conference Program	3.1.1	Develop program that contains House keeping items, Date, time, and place meeting locations, titles of presentations and names of presenters and special guests.	Marketing Team
Company and Speaker Participation Invites	3.2.1	Develop hardcopy and electronic mailout to career fair participants	Marketing Team
Agenda, directions & accommodation info. Packet	3.3.1	Finalize Action plans Finalize List of organization, participants, and attendees. Execute electronic and hardcopy mailout plan	Marketing Team
Transportation	3.3.2	Arrange for transportation of speaker and workshop/seminar presenters to hotel and conference.	Senior Consultant
Speaker and Workshops Order/Time	3.4.1	Develop schedule for Speaker arrival, presentation duration, and Q&A sections	Conference Coordinator
Speech Length	3.4.2	General Time 60 minute presentation 10-15 min Q&A	Conference Coordinator Speaker
Marketing Budget	4.1.1	Determine and set limits for marketing.	Marketing Director
Value Proposition	4.1.2	Determine what our target group wants from a conference and what they are willing to pay.	Marketing Team
Attendee Special Needs Arrangements	4.4.1	Make arrangements for handicap and special needs attendees.	Conference Coordinator
Attendee Invites	4.4.2	Develop hardcopy and electronic mailout to college and University Students Develop hardcopy and electronic mailout to secondary high school students	Marketing Team
Participant Fees	4.5.1	Determine the cost for admission tickets.	Business Analyst
Send Confirmation	4.5.2	E-mail payment confirmations	Conference Coordinator
Name Tags	4.5.3	Create Nametag for confirmed attendees.	Conference Coordinator
Event reminders	4.5.4	Communicate to Attendees/Participants/Speakers/ that reminders will be delivered via Phone and/or email	Conference Coordinator
Balance Accounts	5.4.1	Balance income and expense accounts.	Accountant
Business Survey Results	6.2.1	Distribute survey via Telephone and/or email	Marketing Team
Attendee Survey Results	6.3.1	Distribute survey via Telephone and/or email	Marketing Team
Parting/Event Gifts	6.5.1	Gift bag for Speaker and Workshop/Seminar Presenter. Note pad and pen for attendees.	Marketing Team
Feedback Summary Report	7.2.1	Provide a report with a summary and statics from the feedback on surveys.	Marketing Team