**Work Breakdown Structure (WBS)**

**Bregghan Point of Sale System**

**Bregghan Mini Grocery Store**

**Mt. Makiling Street**

**Makati City, 1201**

**Date**

**May 3, 2023**

# Introduction

The Work Breakdown Structure (WBS) is a vital project management tool that offers a structured method for organizing and overseeing project deliverables, tasks, and subtasks. This introductory section seeks to provide a thorough understanding of the WBS, its objectives, and the advantages it offers in project planning and execution. The main goal of introducing the WBS is to establish a shared understanding among stakeholders, project managers, and team members regarding the importance of the WBS. It highlights the significance of developing a well-organized WBS, which acts as a guide for achieving project success.

# Outline View

The Outline view in a Work Breakdown Structure (WBS) presents a hierarchical depiction of the project's deliverables, tasks, and subtasks. It provides a structured and systematic approach to dividing the project scope into manageable parts, enhancing the ability to plan, track, and manage the project effectively.

1. **Bregghan Point of Sale System**
   1. **Project Initiation**
      1. Business Case
      2. Feasibility Study
      3. Project Charter
      4. Identify Stakeholders
      5. Final Review
   2. **Project Planning and Preparation**
      1. Project Description
      2. Cost Management Plan
      3. Schedule Management Plan
      4. Scope Management Plan
   3. **Phase I: Analysis**
      1. Project Risk Analysis
      2. Cost Benefit Analysis
   4. **Phase II: Design and Development**
      1. Admin System
         1. Admin Log-in
         2. Admin Home Page
         3. Inventory
         4. Transactions
         5. Analytics Report
      2. Point of Sale System
         1. Cashier Log-in
         2. Home Screen
         3. Checkout Screen
         4. Generate Receipt
   5. **Phase III: Testing**
      1. Requirements Analysis
      2. Test Planning
      3. Test Design
      4. Test Execution
      5. Test Evaluation
      6. System Integration Testing
      7. User Acceptance Testing
      8. System Testing
   6. **Phase IV: Implementation**
      1. Deployment Planning
      2. Installation
      3. Data Migration
      4. User Training
      5. Monitor Progress
      6. Post Implementation Review
   7. **Project Closeout/Completion**
      1. Finalize Project Deliverables
      2. Confirm Project Completion
      3. Review All Contracts
      4. Review Documentation

# Hierarchical Structure

The hierarchical structure shares similarities with the outline view, but it does not include indentation. Instead, it utilizes levels, WBS Code, and Element Name to divide and classify the components.

|  |  |  |
| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 | Bregghan Point of Sale System |
| 2 | 1.1 | Project Initiation |
| 3 | 1.1.1 | Business Case |
| 3 | 1.1.2 | Feasibility Study |
| 3 | 1.1.3 | Project Charter |
| 3 | 1.1.4 | Identify Stakeholders |
| 3 | 1.1.5 | Final Review |
| 2 | 1.2 | Project Planning and Preparation |
| 3 | 1.2.1 | Project Description |
| 3 | 1.2.2 | Cost Management Plan |
| 3 | 1.2.3 | Schedule Management Plan |
| 3 | 1.2.4 | Scope Management Plan |
| 2 | 1.3 | Phase I: Analysis |
| 3 | 1.3.1 | Project Risk Analysis |
| 3 | 1.3.2 | Cost Benefit Analysis |
| 2 | 1.4 | Phase II: Design and Development |
| 3 | 1.4.1 | Admin System |
| 4 | 1.4.1.1 | Admin Log-in |
| 4 | 1.4.1.2 | Admin Home Page |
| 4 | 1.4.1.3 | Inventory |
| 4 | 1.4.1.4 | Transactions |
| 4 | 1.4.1.5 | Analytics Report |
| 3 | 1.4.2 | Point of Sale System |
| 4 | 1.4.2.1 | Cashier Log-in |
| 4 | 1.4.2.2 | Home Screen |
| 4 | 1.4.2.3 | Checkout Screen |
| 4 | 1.4.2.4 | Generate Receipt |
| 2 | 1.5 | Phase III: Testing |
| 3 | 1.5.1 | Requirement Analysis |
| 3 | 1.5.2 | Test Planning |
| 3 | 1.5.3 | Test Design |
| 3 | 1.5.4 | Test Execution |
| 3 | 1.5.5 | Test Evaluation |
| 3 | 1.5.6 | System Integration Testing |
| 3 | 1.5.7 | User Acceptance Testing |
| 3 | 1.5.8 | System Testing |
| 2 | 1.6 | Phase IV: Implementation |
| 3 | 1.6.1 | Deployment Planning |
| 3 | 1.6.2 | Installation |
| 3 | 1.6.3 | Data Migration |
| 3 | 1.6.4 | User Training |
| 3 | 1.6.5 | Monitor Progress |
| 3 | 1.6.6 | Post Implementation Review |
| 2 | 1.7 | Project Closeout/Completion |
| 3 | 1.7.1 | Finalize Project Deliverables |
| 3 | 1.7.2 | Confirm Project Completion |
| 3 | 1.7.3 | Review All Contracts |
| 3 | 1.7.4 | Review Documentation |

# Tabular View

The tabular view in a Work Breakdown Structure (WBS) presents the project's deliverables, tasks, and subtasks in a structured table format. It provides a clear and organized representation of the project's breakdown, allowing for easy tracking, analysis, and management of project components.

|  |  |  |  |
| --- | --- | --- | --- |
| Level 1 | Level 2 | Level 3 |  |
| 1. Bregghan Point of Sale System | 1.1 Project Initiation | 1.1.1 Business Case  1.1.2 Feasibility Study  1.1.3 Project Charter  1.1.4 Identify Stakeholders  1.1.5 Final Review |  |
| 1.2 Project Planning and Preparation | 1.2.1 Project Description  1.2.2 Cost Management Plan  1.2.3 Schedule Management Plan  1.2.4 Scope Management Plan |  |
| 1.3 Phase I: Analysis | 1.3.1 Project Risk Analysis  1.3.2 Cost Benefit Analysis |  |
| 1.4 Phase II: Design and Development | 1.4.1 Admin System  1.4.2 Point of Sale System | 1.4.1.1 Admin Log-in  1.4.1.2 Inventory  1.4.1.3 Admin Home Page  1.4.1.4 Inventory  1.4.1.5 Transaction  1.4.2.1 Cashier Log-in  1.4.2.2 Home Screen  1.4.2.3 Checkout Screen  1.4.2.4 Generate Receipt |
| 1.5 Phase III: Testing | 1.5.1 Requirement Analysis  1.5.2 Test Planning  1.5.3 Test Design  1.5.4 Test Execution  1.5.5 Test Evaluation  1.5.6 System Integration Testing  1.5.7 User Acceptance Testing  1.5.8 System Testing |  |
| 1.6 Phase IV: Implementation | 1.6.1 Deployment Planning  1.6.2 Installation  1.6.3 Data Migration  1.6.4 User Training  1.6.5 Monitor Progress  1.6.6 Post Implementation Review |  |
|  | 1.7 | 1.7.1 Finalize Project Deliverables  1.7.2 Confirm Project Completion  1.7.3 Review All Contracts  1.7.4 Review Documentation |  |

**Tree Structure View**

The tree structural view in a Work Breakdown Structure (WBS) illustrates the project's scope, tasks, and subtasks using a hierarchical tree format. It visually depicts the project's decomposition into smaller elements, showcasing the connections and dependencies between different levels of the WBS.

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# WBS Dictionary

A WBS Dictionary, also known as a Work Breakdown Structure Dictionary, is a document that contains in-depth information about the elements listed in a Work Breakdown Structure (WBS). It complements the WBS by providing additional details, descriptions, and specifications for each element. The WBS Dictionary includes essential information such as WBS codes, names, and descriptions. It serves as a valuable resource for project teams, stakeholders, and other involved parties, ensuring a shared understanding of the project's work breakdown structure and its associated components.

|  |  |  |  |
| --- | --- | --- | --- |
| Level | WBS Code | Element Name | Description |
| 1 | 1 | Bregghan Point of Sale System |  |
| 2 | 1.1 | Project Initiation | Define project objectives, scope, and stakeholders |
| 3 | 1.1.1 | Business Case | Why the project should be pursued |
| 3 | 1.1.2 | Feasibility Study | Analyze the project's potential |
| 3 | 1.1.3 | Project Charter | Define the purpose, objectives, and scope of the project |
| 3 | 1.1.4 | Identify Stakeholders | Determine the people or groups from whom the project will benefit |
| 3 | 1.1.5 | Final Review | Final review before proceeding to the next phase |
| 2 | 1.2 | Project Planning and Preparation | Initial phase to establish solid foundation for the project’s execution |
| 3 | 1.2.1 | Project Description | An overview of the purpose and objectives of the project |
| 3 | 1.2.2 | Cost Management Plan | An outline how the project’s costs will be estimated |
| 3 | 1.2.3 | Schedule Management Plan | An outline of the project’s timeline on how it will be monitor, developed, and controlled |
| 3 | 1.2.4 | Scope Management Plan | An outline how the scope of the project will be defined |
| 2 | 1.3 | Phase I: Analysis | Assess project risks and costs benefits |
| 3 | 1.3.1 | Project Risk Analysis | Identifying and analyzing risks that may impact the project |
| 3 | 1.3.2 | Cost Benefit Analysis | Comparison of total cost and benefits |
| 2 | 1.4 | Phase II: Design and Development | Creation of the system of the project |
| 3 | 1.4.1 | Admin System | Start of creation of the admin system |
| 4 | 1.4.1.1 | Admin Log-in | Creation of log-in for the admin system |
| 4 | 1.4.1.2 | Admin Home Page | Creation of home page for the admin system |
| 4 | 1.4.1.3 | Inventory | Creation of inventory page for the admin system |
| 4 | 1.4.1.4 | Transactions | Creation of transactions page for the admin system |
| 4 | 1.4.1.5 | Analytics Report | Creation of analytics report for the admin system |
| 3 | 1.4.2 | Point of Sale System | Start of creation of the point of sale (POS) system |
| 4 | 1.4.2.1 | Cashier Log-in | Creation of log-in for the cashier |
| 4 | 1.4.2.2 | Home Screen | Creation of home screen for the cashier |
| 4 | 1.4.2.3 | Checkout Screen | Creation of checkout screen for the cashier |
| 4 | 1.4.2.4 | Generate Receipt | Generation of receipt that includes transaction details |
| 2 | 1.5 | Phase III: Testing | Processing of testing and evaluating the system |
| 3 | 1.5.1 | Requirement Analysis | Analysis of steps to pursue the project |
| 3 | 1.5.2 | Test Planning | Test plan that outlines testing strategy, objectives, scope, and resources required for testing |
| 3 | 1.5.3 | Test Design | Designing test cases that maximize the chances of detecting defects |
| 3 | 1.5.4 | Test Execution | Testing of project requirements |
| 3 | 1.5.5 | Test Evaluation | Analyzing of test results to determine if the project meets the requirements |
| 3 | 1.5.6 | System Integration Testing | Examines how integrated components interact and interface with one another. |
| 3 | 1.5.7 | User Acceptance Testing | Checking if project meets the user acceptance |
| 3 | 1.5.8 | System Testing | Quality assurance testing of the system |
| 2 | 1.6 | Phase IV: Implementation | Execution of planned solution |
| 3 | 1.6.1 | Deployment Planning | Determination of steps needed before deployment |
| 3 | 1.6.2 | Installation | Setting up of the system for the client |
| 3 | 1.6.3 | Data Migration | Encoding of data into the system |
| 3 | 1.6.4 | User Training | Administration and cashiers' system-use training |
| 3 | 1.6.5 | Monitor Progress | Tracking of project’s progress |
| 3 | 1.6.6 | Post Implementation Review | Evaluation of the project’s implementation |
| 2 | 1.7 | Project Closeout/Completion | Final stage of the project |
| 3 | 1.7.1 | Finalize Project Deliverables | Finalization of project deliverables |
| 3 | 1.7.2 | Confirm Project Completion | Confirmation of project completion |
| 3 | 1.7.3 | Review All Contracts | Checking of all contracts |
| 3 | 1.7.4 | Review Documentation | Evaluation of all the documentations of the project |

# 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.

WBS Level: The WBS is organized into different levels, each level presents specific detail of the project

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