**Work Breakdown Structure (WBS)**

**SurveiRams**

**Asia Pacific College**

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# Introduction

A Work Breakdown Structure (WBS) has been developed to help clarify the project's goals and scope. The project is divided into smaller, more manageable components called work packages by the WBS, each of which represents a specific task that must be completed to achieve the project's overall objectives. The WBS acts as a hierarchical structure that aids in establishing a project schedule, budget, and resource plan as well as assisting the project team in understanding the relationships between various work packages. It is an essential tool for managing and controlling the SurveiRams System project because it also aids in tracking progress and spotting potential risks and problems.

# Outline View

1. SurveiRams Ticketing System
   1. Initiation
      1. Create Business Case
      2. Conduct a Feasibility Study
      3. Project Charter
      4. Identify Stakeholder
      5. Final Review
   2. Develop Project Charter and Plan
      1. Project Description
      2. Business Need
      3. Cost Management Plan
      4. Schedule Management Plan
      5. Scope Management Plan
      6. Change Management Plan
      7. Communications Management Plan
      8. Risk Management Plan
      9. Quality Management Plan
      10. Procurement Management Plan
      11. Human Resource Plan
      12. Implementation Plan
      13. Work Breakdown Structure
      14. Consolidated Management Plan
   3. Analysis
      1. Project Risk Analysis
      2. Cost Benefit Analysis
   4. Design
      1. Process Design
      2. User Interface
   5. Testing
      1. System Test
      2. User Acceptance Test
      3. Unit and Integration Testing
   6. Implementation
      1. Define Key Variables
      2. Determine Roles
      3. Determine Responsibilities
      4. Delegate the Work
      5. Monitor Progress
      6. Take Corrective Action
   7. Close Project
      1. Finalize Project Deliverables
      2. Confirm Project Completion
      3. Review all Contracts
      4. Review Documentation

# Hierarchical Structure

This is a hierarchical structure outlining the various stages involved in the SurveiRams System, a project management system that aims to manage violations and track progress of related projects. The structure starts with the initiation stage, which involves creating a business case and conducting a feasibility study, followed by the development of a project charter and plan, analysis, design, testing, implementation, and finally, the close of the project. Each stage is further broken down into sub-stages, which provide detailed information on the specific tasks and responsibilities that need to be carried out to achieve the overall goal of the project. This structure is designed to ensure that the project is completed efficiently, effectively, and within the specified timeline and budget.

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| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 | SurveiRams Ticketing System |
| 2 | 1.1 | Initiation |
| 3 | 1.1.1 | Create Business Case |
| 3 | 1.1.2 | Conduct a Feasibility Study |
| 3 | 1.1.3 | Project Charter |
| 3 | 1.1.4 | Identify Stakeholders |
| 3 | 1.1.5 | Final Review |
| 2 | 1.2 | Develop Project Charter and Plan |
| 2 | 1.2.1 | Project Description |
| 3 | 1.2.2 | Business Need |
| 3 | 1.2.3 | Cost Management Plan |
| 3 | 1.2.4 | Schedule Management Plan |
| 3 | 1.2.5 | Scope Management Plan |
| 3 | 1.2.6 | Change Management Plan |
| 3 | 1.2.7 | Communications Management Plan |
| 3 | 1.2.8 | Risk Management Plan |
| 3 | 1.2.9 | Quality Management Plan |
| 3 | 1.2.10 | Procurement Management Plan |
| 3 | 1.2.11 | Human Resource Plan |
| 3 | 1.2.12 | Implementation Plan |
| 3 | 1.2.13 | Work Breakdown Structure |
| 3 | 1.2.14 | Consolidated Management Plan |
| 3 | 1.3 | Analysis |
| 2 | 1.3.1 | Cost Benefit Analysis |
| 3 | 1.4 | Design |
| 3 | 1.4.1 | Process Design |
| 3 | 1.4.2 | User Interface |
| 3 | 1.5 | Testing |
| 3 | 1.5.1 | System Test |
| 3 | 1.5.2 | User Acceptance Test |
| 3 | 1.5.3 | Unit and Integration Testing |
| 2 | 1.6 | Implementation |
| 3 | 1.6.1 | Define Key Variables |
| 3 | 1.6.2 | Determine Roles |
| 3 | 1.6.3 | Determine Responsibilities |
| 3 | 1.6.4 | Delegate the Work |
| 2 | 1.6.5 | Monitor Progress |
| 3 | 1.6.6 | Take Corrective Action |
| 3 | 1.7 | Close Project |
| 3 | 1.7.1 | Finalize Project Deliverables |
| 2 | 1.7.2 | Confirm Project Completion |
| 2 | 1.7.3 | Review all Contracts |
| 2 | 1.7.4 | Review Documentation |
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# Tabular View

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| --- | --- | --- |
| Level 1 | Level 2 | Level 3 |
| 1 SurveiRams Ticketing System | 1.1 Initiation | 1.1.1 Create Business Case  1.1.2 Conduct a Feasibility Study  1.1.3 Project Charter  1.1.4 Identify Stakeholders  1.1.5 Final Review |
| 1.2 Develop Project Charter and Plan | 1.2.1 Project Description  1.2.2 Business Need  1.2.3 Cost Management Plan  1.2.4 Schedule Management Plan  1.2.5 Scope Management Plan  1.2.6 Change Management Plan  1.2.7 Communications Management Plan  1.2.8 Risk Management Plan  1.2.9 Quality Management Plan  1.2.10 Procurement Management Plan  1.2.11 Human Resource Plan  1.2.12 Implementation Plan  1.2.13 Work Breakdown Structure  1.2.14 Consolidated Management Plan |
| 1.3 Analysis | 1.3.1 Project Risk Analysis  1.3.2 Cost Benefit Analysis |
| 1.4 Design | 1.4.1 Process Design  1.4.2 User Interface |
| 1.5 Testing | 1.5.1 System Test  1.5.2 User Acceptance Test  1.5.3 Unit and Integration Testing |
| 1.6 Implementation | 1.6.1 Define Key Variables  1.6.2 Determine Roles  1.6.3 Determine Responsibilities  1.6.4 Delegate the Work  1.6.5 Monitor Progress  1.6.6 Take Corrective Action |
| 1.7 Close Project | 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

# WBS Dictionary

| Level | WBS Code | Element Name | **Definition** |
| --- | --- | --- | --- |
| 1 | 1 | SurveiRams Ticketing System | All work to implement the modernized student management system. |
| 2 | 1.1 | Initiation | The work to initiate the project. |
| 3 | 1.1.1 | Create Business Case | Provides justification for undertaking the project. |
| 3 | 1.1.2 | Conduct a Feasibility Study | To evaluate whether a project plan could be successful |
| 3 | 1.1.3 | Project Charter | Establishes the core details of the project's purpose and aims. |
| 3 | 1.1.4 | Identify Stakeholders | Includes the identification and documentation of all project stakeholders, including their interests, impact, and potential negative influences. |
| 3 | 1.1.5 | Final Review | Checking of the established initial documents and finalization. |
| 2 | 1.2 | Develop Project Charter and Plan | Provides core details and certain plans to make the project. |
| 3 | 1.2.1 | Project Description | Project Manager creates a Project Description |
| 3 | 1.2.2 | Business Need | Pertain to the requirements of a public or private organization to run the specific department efficiently. |
| 3 | 1.2.3 | Cost Management Plan | Helps plan and manage a budget It enables the project manager to estimate costs, allocate resources to the appropriate areas, and manage overall expenditures. |
| 3 | 1.2.4 | Schedule Management Plan | Details how the project's schedule will be created, managed, and monitored. |
| 3 | 1.2.5 | Scope Management Plan | To create project structure by documenting the resources required to achieve the project objectives. |
| 3 | 1.2.6 | Change Management Plan | Outlines the structured approach to identifying, evaluating, and implementing changes in a project. |
| 3 | 1.2.7 | Communications Management Plan | Specifies how project information will be communicated, including stakeholders, channels, and frequency. |
| 3 | 1.2.8 | Risk Management Plan | This details the identification, assessment, and mitigation of project risks. |
| 3 | 1.2.9 | Quality Management Plan | This outlines the quality standards, processes, and metrics to ensure project deliverables meet requirements. |
| 3 | 1.2.10 | Procurement Management Plan | This specifies how project resources, goods, and services will be acquired and managed. |
| 3 | 1.2.11 | Human Resource Plan | Outlines the roles, responsibilities, and staffing requirements for project team members. |
| 3 | 1.2.12 | Implementation Plan | Outlines the activities, timeline, and resources required to execute project deliverables. |
| 3 | 1.2.13 | Work Breakdown Structure | A hierarchical breakdown of project tasks and deliverables, providing a visual representation of the project's scope. |
| 3 | 1.2.14 | Consolidated Management Plan | An integrated document that combines various project management plans, providing a comprehensive overview of project management activities. |
| 2 | 1.3 | Analysis | To identify and articulate the need for change in how organizations work, and to facilitate that change. |
| 3 | 1.3.1 | Project Risk Analysis | Process of identifying, assessing, and analyzing potential risks that could affect the success of a project, allowing for proactive planning and mitigation strategies to be implemented. |
| 3 | 1.3.2 | Cost Benefit Analysis | Process that the team will use to analyze which decisions to make and which to forgo. |
| 2 | 1.4 | Design | Process of defining the components, modules, interfaces, and data for a system to satisfy specified requirements. |
| 3 | 1.4.1 | Process Design | Where the product is broken down into parts, which further can be helpful in the actual manufacturing process. |
| 3 | 1.4.2 | User Interface | Anticipating what users may need to do and ensuring that the interface contains elements that are simple to access, comprehend, and use to facilitate those actions. |
| 2 | 1.5 | Testing | Team evaluates how the various components of the system interact together in the full, integrated system or application. |
| 3 | 1.5.1 | System Test | Level of testing that validates the complete and fully integrated software product. |
| 3 | 1.5.2 | User Acceptance Test | Type of testing performed by the end user or the client to verify/accept the software system before moving the software application to the production environment. |
| 3 | 1.5.3 | Unit and Integration Testing | involves testing modules of code to understand how they perform alone and how they interact with each other. |
| 2 | 1.6 | Implementation | The work involved for the control process of the project. |
| 3 | 1.6.1 | Define Key Variables | Important aspects of the system |
| 3 | 1.6.2 | Determine Roles | Refer to the tasks and duties of their particular role or job description. |
| 3 | 1.6.3 | Determine Responsibilities | The duty of a team member to perform organizational tasks, functions or activities assigned to him. |
| 3 | 1.6.4 | Delegate the Work | Transfer of responsibility for specific tasks from one person to another. |
| 3 | 1.6.5 | Monitor Progress | Checking what has been done or spent in line with plans and schedules. |
| 3 | 1.6.6 | Take Corrective Action | Action taken to eliminate the causes of non-conformities or other undesirable situations, so as to prevent recurrence. |
| 2 | 1.7 | Close Project | Finalizing all activities for the project, phase, or contract. |
| 3 | 1.7.1 | Finalize Project Deliverables | All files and records are updated to reflect the modernized student management system. |
| 3 | 1.7.2 | Confirm Project Completion | All project related files and documents are finalized |
| 3 | 1.7.3 | Review all Contracts | Thorough examination of a legal agreement before it is signed to ensure that everything stated in the document is clear and accurate, and that the organization is comfortable moving forward according to the terms of the agreement. |
| 3 | 1.7.4 | Review Documentation | Determine the flow of information throughout the business process and map the transformation of data from raw data sources into the final information product. |

# Glossary of Terms

Project Charter: A formal and concise document that provides a comprehensive overview of the project including its objectives, execution methodology, and stakeholders.

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.