**Work Breakdown Structure (WBS)**

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**Madonna’s Web**

**Madonna’s Garden Resort and Event’s Place**

**Gutierez Street**

**Malvar City, Batangas 4233**

**April 28, 2023**

# Introduction

The WBS is a view into the project which shows what work the project encompasses. It is a tool which helps to easily communicate the work and processes involved to execute the project. The Project Manager and project team use the WBS to develop the project schedule, resource requirements and costs. There are many ways you can present the WBS for your project; this template provides many of the most popular layouts from which you can choose. Depending on where in the Project Plan you're putting the WBS a different layout may be more suitable for you. For instance many Project Managers include a high level WBS within the project plan, then a detailed version as an appendix to the plan. You may find that you prefer one layout for a high level WBS and a different one for a detailed WBS.

In order to save space in this template we only developed the WBS examples down to the third level. In your project you will want to develop them down to a much more detailed level using the 8 to 80 rule (where the WBS is broken down to where a work package contains between 8 and 80 hours of work to complete).

The Work Breakdown Structure presented here represents all the work required to complete this project.

# Outline View

1. Resort Management System
   1. Planning (Introduction to Systems and Design - SNTSDEV)
      1. Creating the Project Team
      2. Searching for Adviser
      3. Look for Client
      4. Draft of Proposal
      5. Deliverable: Project Proposal
      6. Approval of Proposal Draft
      7. Revision of Proposal
      8. Submission of Documents
      9. Finals Presentation
      10. Milestone: Project Proposal Approval
   2. Designing (System Analysis and Design - SSYADD)
      1. Design Thinking Activities
      2. Draft of Data Flow Diagram
      3. Draft of Entity Relationship Diagram
      4. Draft of Use Case Diagram
      5. Project Presentation
   3. Development (Applied Project 2 - SCSPROJ)
      1. Creation of Documentation and Diagrams
      2. Deliverable: Documentation and Diagrams
      3. Website Development Begins
      4. Milestone: Website Prototype 1
      5. Adviser Meeting
      6. Milestone: Website Prototype 2
      7. Midterm Presentation
      8. Project Revision
      9. Face to Face Client Meeting
      10. Testing with Prototype
      11. Milestone: Website Prototype 3
      12. Adviser Meeting 2
      13. Final Defense
      14. Milestone: Website Alpha 1
   4. Documentation (Project Management - PROJMAN)
      1. Create draft of Project Management Documents
      2. Deliverable: Project Management Documents
      3. Milestone: Project Management Drafts
      4. Revisions of Project Management Documents
      5. Finals Defense
      6. Milestone: Approved Project Management Documents

# Hierarchical Structure

The hierarchal structure is similar to the outline view but without indentation. Although this format is more difficult to read, it may be useful where you have many levels and indenting each level would make the table to large to fit into a document.

|  |  |  |
| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 | Resort Management System |
| 2 | 1.1 | Planning (Introduction to Systems and Design - SNTSDEV) |
| 3 | 1.1.1 | Creating the Project Team |
| 3 | 1.1.2 | Searching for Adviser |
| 3 | 1.1.3 | Look for Client |
| 3 | 1.1.4 | Draft of Proposal |
| 3 | 1.1.5 | Deliverable: Project Proposal |
| 3 | 1.1.6 | Approval of Proposal Draft |
| 3 | 1.1.7 | Revision of Proposal |
| 3 | 1.1.8 | Submission of Documents |
| 3 | 1.1.9 | Finals Presentation |
| 3 | 1.1.10 | Milestone: Project Proposal Approval |
| 2 | 1.2 | Designing (System Analysis and Design - SSYADD) |
| 3 | 1.2.1 | Design Thinking Activities |
| 3 | 1.2.2 | Draft of Data Flow Diagram |
| 3 | 1.2.3 | Draft of Entity Relationship Diagram |
| 3 | 1.2.4 | Draft of Use Case Diagram |
| 3 | 1.2.5 | Project Presentation |
| 2 | 1.3 | Development (Applied Project 2 - SCSPROJ) |
| 3 | 1.3.1 | Creation of Documentation and Diagrams |
| 3 | 1.3.2 | Deliverable: Documentation and Diagrams |
| 3 | 1.3.3 | Website Development Begins |
| 3 | 1.3.4 | Milestone: Website Prototype 1 |
| 3 | 1.3.5 | Adviser Meeting |
| 3 | 1.3.6 | Milestone: Website Prototype 2 |
| 3 | 1.3.7 | Midterm Presentation |
| 3 | 1.3.8 | Project Revision |
| 3 | 1.3.9 | Face to Face Client Meeting |
| 3 | 1.3.10 | Testing with Prototype |
| 3 | 1.3.11 | Milestone: Website Prototype 3 |
| 3 | 1.3.12 | Adviser Meeting 2 |
| 3 | 1.3.13 | Final Defense |
| 3 | 1.3.14 | Milestone: Website Alpha 1 |
| 2 | 1.4 | Documentation (Project Management - PROJMAN) |
| 3 | 1.4.1 | Create draft of Project Management Documents |
| 3 | 1.4.2 | Deliverable: Project Management Documents |
| 3 | 1.4.3 | Milestone: Project Management Drafts |
| 3 | 1.4.4 | Revisions of Project Management Documents |
| 3 | 1.4.5 | Finals Defense |
| 3 | 1.4.6 | Milestone: Approved Project Management Documents |

# Tabular View

The Tabular View is a nicely organized table view of the WBS. It is a good option for organizations which prefer table formats.

|  |  |  |
| --- | --- | --- |
| Level 1 | Level 2 | Level 3 |
| 1 Resort Management System | 1.1 Planning (Introduction to Systems and Design - SNTSDEV) | 1.1.1 Creating the Project Team  1.1.2 Searching for Adviser  1.1.3 Look for Client  1.1.4 Draft of Proposal  1.1.5 Deliverable: Project Proposal  1.1.6 Approval of Proposal Draft  1.1.7 Revision of Proposal  1.1.8 Submission of Documents  1.1.9 Finals Presentation  1.1.10 Milestone: Project Proposal Approval |
| 1.2 Designing (System Analysis and Design - SSYADD) | 1.2.1 Design Thinking Activities  1.2.2 Draft of Data Flow Diagram  1.2.3 Draft of Entity Relationship Diagram  1.2.4 Draft of Use Case Diagram  1.2.5 Project Presentation |
| 1.3 Development (Applied Project 2 - SCSPROJ) | 1.3.1 Creation of Documentation and Diagrams  1.3.2 Deliverable: Documentation and Diagrams  1.3.3 Website Development Begins  1.3.4 Milestone: Website Prototype 1  1.3.5 Adviser Meeting  1.3.6 Milestone: Website Prototype 2  1.3.7 Midterm Presentation  1.3.8 Project Revision  1.3.9 Face to Face Client Meeting  1.3.10 Testing with Prototype  1.3.11 Milestone: Website Prototype 3  1.3.12 Adviser Meeting 2  1.3.13 Final Defense  1.3.14 Milestone: Website Alpha 1 |
| 1.4 Documentation (Project Management - PROJMAN) | 1.4.1 Project Management  1.4.2 Project Status Meetings  1.4.3 Risk Management  1.4.4 Update Project Management Plan  1.4.5 Finals Defense  1.4.6 Milestone: Approved Project Management Documents |

# Tree Structure View

The Tree Structure View is the most popular format for the WBS. It presents an easy to understand view into the WBS; however, it is also tricky to create without an application specifically designed for creating this organizational chart structure. The Tree Structure below was created using only Microsoft Word and the SmartArt graphics option under the insert menu.

# WBS Dictionary

The WBS Dictionary contains all the details of the WBS which are necessary to successfully complete the project. Most importantly it contains a definition of each Work Package which can be thought of as a mini scope statement. Resources on the project will look at the WBS dictionary to determine the scope of the Work Package they've been assigned, so it's important to be clear when writing the definition. Most WBS dictionaries contain more information than we show in our sample. These things usually include Level of Effort, Cost Control Numbers, Resource Assignments, Responsibility Assignments - just to name a few.

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 1 | Resort Management System | All work to implement a new Reservation management system. |
| 2 | 1.1 | Planning (Introduction to Systems and Design - SNTSDEV) | The work to initiate the project. |
| 3 | 1.1.1 | Creating the Project Team | Creating the group of individuals who will work on the project |
| 3 | 1.1.2 | Searching for Adviser | Project Manager to find an adviser for the group |
| 3 | 1.1.3 | Look for Client | Project Team will find client to provide IT solution |
| 3 | 1.1.4 | Draft of Proposal | Project Team creates a draft of the Project Proposal which includes the plans for the project |
| 3 | 1.1.5 | Deliverable: Project Proposal | The Project Sponsor and the Adviser will read and give suggestion to the project proposal |
| 3 | 1.1.6 | Approval of Proposal Draft | The Project Sponsor and Adviser approves the Proposal Draft with comments to improve the system |
| 3 | 1.1.7 | Revision of Proposal | The Team revises the paper based on the feedback of the Project Sponsor, Adviser, and Panel |
| 3 | 1.1.8 | Submission of Documents | The Project Manager ensures that the documents needed is ready and has been submitted for grading |
| 3 | 1.1.9 | Finals Presentation | The Project Team Presents their proposal in front of panelist and their professors to ensure that all the criteria have been met |
| 3 | 1.1.10 | Milestone: Project Proposal Approval | After the Presentation, the team will have to revise and submit the paper which will be needed to be approved by the professors and the panelist |
| 2 | 1.2 | Designing (System Analysis and Design - SSYADD) | The work needed to design the System |
| 3 | 1.2.1 | Design Thinking Activities | The team under go Design Thinking Training to help understand the user |
| 3 | 1.2.2 | Draft of Data Flow Diagram | The Team works on the Data Flow Diagram |
| 3 | 1.2.3 | Draft of Entity Relationship Diagram | The Team works on the Entity Relationship Diagram |
| 3 | 1.2.4 | Draft of Use Case Diagram | The Team works on Use Case Diagram |
| 3 | 1.2.5 | Project Presentation | The Team presents their work to their professor their work |
| 2 | 1.3 | Development (Applied Project 2 - SCSPROJ) | The Team performs work to build and document the system design. |
| 3 | 1.3.1 | Creation of Documentation and Diagrams | The Team starts the creation of the needed documentation and diagrams for the system |
| 3 | 1.3.2 | Deliverable: Documentation and Diagrams | The team produces the necessary Documentation and Diagrams for the Project |
| 3 | 1.3.3 | Website Development Begins | The Team starts the Development of the System based on the Project Proposal, and Documentation and Diagrams |
| 3 | 1.3.4 | Milestone: Website Prototype 1 | The Team creates the first Prototype of the project which includes basic functionalities. |
| 3 | 1.3.5 | Adviser Meeting | The Team meets with their Adviser to help develop the Project and give feedback |
| 3 | 1.3.6 | Milestone: Website Prototype 2 | The Team Revises the prototype based on the feedback of the adviser and the Project Sponsor |
| 3 | 1.3.7 | Midterm Presentation | The Team Presents Their updates to their professor and to a board of panelist |
| 3 | 1.3.8 | Project Revision | The Team Revises the Diagram and Documentations, and the Prototype based on feedback |
| 3 | 1.3.9 | Face to Face Client Meeting | The Team meets with the Project Owner and the project sponsor to view the website |
| 3 | 1.3.10 | Testing with Prototype | Project Manager updates the Project Management Plan as the project progresses. |
| 3 | 1.3.11 | Milestone: Website Prototype 3 | The Team Produces the next version of the prototype based on the feedback of the professor and the panelist |
| 3 | 1.3.12 | Adviser Meeting 2 | The Team meets with their adviser to give feedback on their progress |
| 3 | 1.3.13 | Final Defense | The Team Defends their project Infront of a board of panelist to assure quality project is applied |
| 3 | 1.3.14 | Milestone: Website Alpha 1 | The team compiles all their work to produce a working Alpha project |
| 2 | 1.4 | Documentation (Project Management - PROJMAN) | All project related files and documents are formally archived. |
| 3 | 1.4.1 | Create draft of Project Management Documents | The Team works on the Project Management Documents |
| 3 | 1.4.2 | Deliverable: Project Management Documents | The Team Produces the Initial Project Management Documents |
| 3 | 1.4.3 | Milestone: Project Management Drafts | The Team releases the Draft of the Project Management Document |
| 3 | 1.4.4 | Revisions of Project Management Documents | The Team Revises the draft of the Project Management Documents based on feedback |
| 3 | 1.4.5 | Finals Defense | The Team Defends the Documentations |
| 3 | 1.4.6 | Milestone: Approved Project Management Documents | The team Produces an approved copy of the Project Management Documents |

# Glossary of Terms

The Terms provided below will provide non technical readers a guide on how to understand some terms used on this paper.

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.

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