WORK BREAKDOWN STRUCTURE (WBS) TEMPLATE

WORK BREAKDOWN STRUCTURE (WBS)
FLEEKY HUB

FLEEKY CURTAINS
MABINI STREET
BIÑAN CITY, LAGUNA, 4024

MAY 1, 2023

INTRODUCTION

The client, Fleeky Curtains, together with the team of developers will create a working ecommerce website that will be used for their customers to make purchases. The Work Breakdown Structure presented here represents all the work required to complete this project. The project will have several activities to collect so that it is polished based on the client's standard. This will also guide the development on the movement of the output and what are the things that will/have occurred.

OUTLINE VIEW

1. Fleeky Hub
   1.1 Pre-development
      - 1.1.1 Planning and Analysis
      - 1.1.2 Determine user requirements
      - 1.1.3 Develop project timelines
      - 1.1.4 Feasibility Assessment
      - 1.1.5 Create Preliminary Scope Statement
      - 1.1.6 Submit Project Plan
      - 1.1.7 Project Proposal Presentation
      - 1.1.8 Project Approval

   1.2 Initiation
      - 1.2.1 Create user personas
      - 1.2.2 UI/UX Design
      - 1.2.3 Diagram Flow Diagram
      - 1.2.4 Develop Project Charter
      - 1.2.5 *Deliverable:* Submit Project Charter
      - 1.2.6 Project Sponsor Reviews Project Charter
      - 1.2.7 Project Charter Signed/Approved
      - 1.2.8 Advising

   1.3 Development
      - 1.3.1 Framework assessment
      - 1.3.2 Back-end development
      - 1.3.3 Front-end publishing
      - 1.3.4 Payment gateway API
      - 1.3.5 Integrate functionalities

1.4 Testing and Quality Assurance
- 1.4.1 Test website functionality and usability
- 1.4.2 Stakeholder testing
- 1.4.3 Database checking
- 1.4.4 Gateway testing

1.5 Deployment and Maintenance
- 1.5.1 Launch website
- 1.5.2 Create leads that will land to the website
- 1.5.3 Post-launch monitoring
- 1.5.4 Address issues and bugs

1.6 Closeout
- 1.6.1 Audit Procurement
- 1.6.2 Document Lessons Learned
- 1.6.3 Update Files/Records
- 1.6.4 Gain Formal Acceptance
- 1.6.5 Archive Files/Documents

HIERARCHICAL STRUCTURE

Level	WBS Code	Element Name
1	1	Fleeky Hub
2	1.1	Pre-development
3	1.1.1	Planning and Analysis
3	1.1.2	Determine user requirements
3	1.1.3	Develop project timelines
3	1.1.4	Feasibility Assessment
3	1.1.5	Create Preliminary Scope Statement
3	1.1.6	Submit Project Plan
3	1.1.7	Project Proposal Presentation
3	1.1.8	Project Approval

Level	WBS Code	Element Name
2	1.2	Planning
3	1.2.1	Create user personas
3	1.2.2	UI/UX Design
3	1.2.3	Diagram Flow Diagram
3	1.2.4	Develop Project Charter
3	1.2.5	*Deliverable:* Submit Project Charter
3	1.2.6	Project Sponsor Reviews Project Charter
3	1.2.7	Project Charter Signed/Approved
3	1.2.8	Advising
2	1.3	Development
3	1.3.1	Framework assessment
3	1.3.2	Back-end development
3	1.3.3	Front-end publishing
3	1.3.4	Payment gateway API
3	1.3.5	Integrate functionalities
2	1.4	Testing and Quality Assurance
3	1.4.1	Test website functionality and usability
3	1.4.2	Stakeholder testing
3	1.4.3	Database checking
3	1.4.4	Gateway testing
2	1.5	Deployment and Maintenance
3	1.5.1	Launch website
3	1.5.2	Create leads that will land to the website
3	1.5.3	Post-launch monitoring
3	1.5.4	Address issues and bugs
2	1.5	Closeout
3	1.5.1	Audit Procurement
3	1.5.2	Document Lessons Learned
3	1.5.3	Update Files/Records
3	1.5.4	Gain Formal Acceptance
3	1.5.5	Archive Files/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.
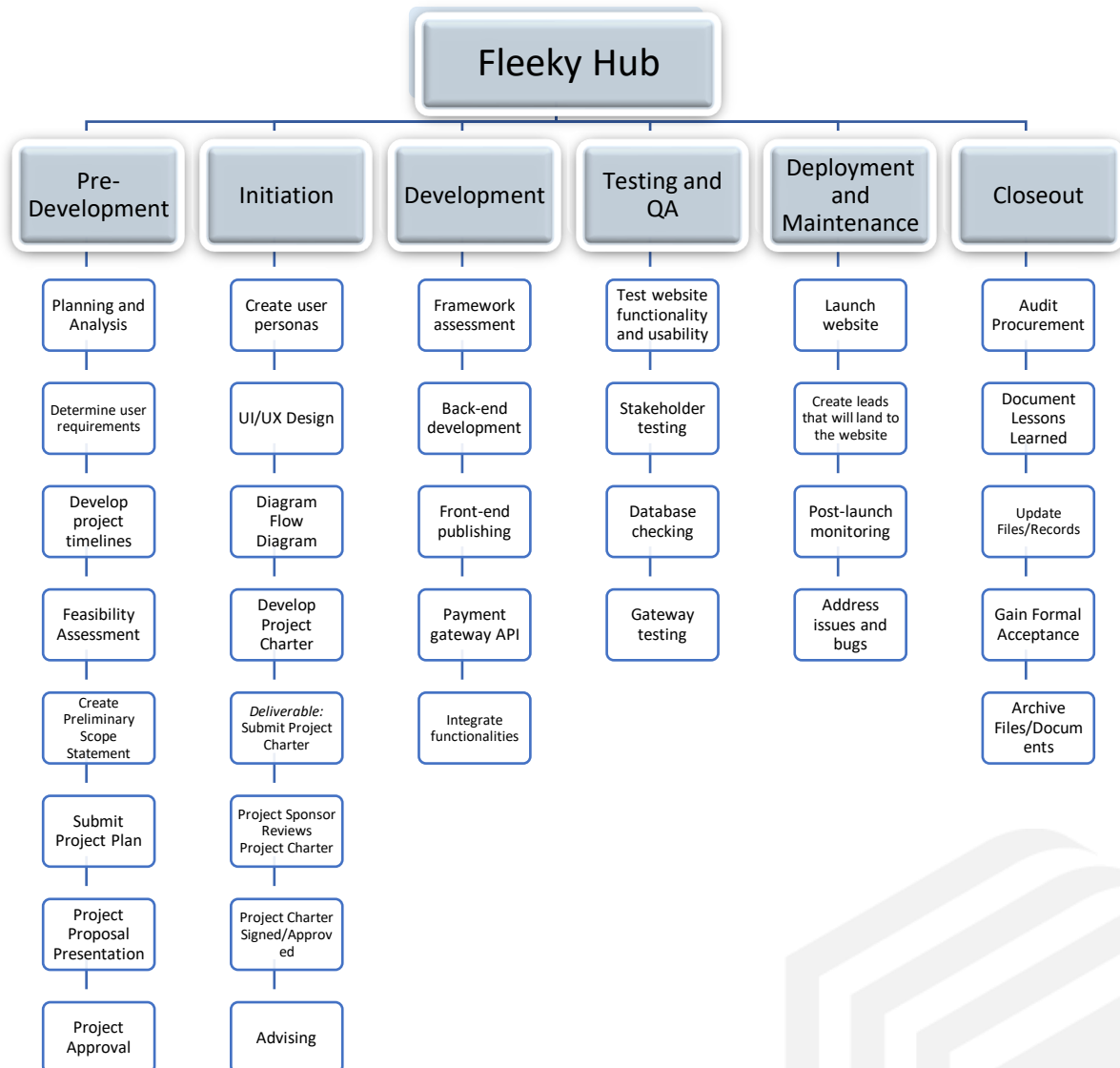
Level 1	Level 2	Level 3
1 Fleeky Hub	1.1 Pre-development	1.1.1 Planning and Analysis 1.1.2 Determine user requirements. 1.1.3 Develop project timelines. 1.1.4 Feasibility Assessment 1.1.5 Create Preliminary Scope Statement 1.1.6 Submit Project Plan 1.1.7 Project Proposal Presentation 1.1.8 Project Approval
	1.2 Initiation	1.2.1 Create user personas. 1.2.2 UI/UX Design 1.2.3 Diagram Flow Diagram 1.2.4 Develop Project Charter 1.2.5 *Deliverable:* Submit Project Charter 1.2.6 Project Sponsor Reviews Project Charter 1.2.7 Project Charter Signed/Approved 1.2.8 Advising
	1.3 Development	1.3.1 Framework assessment 1.3.2 Back-end development 1.3.3 Front-end publishing 1.3.4 Payment gateway API 1.3.5 Integrate functionalities
	1.4 Testing and Quality Assurance	1.4.1 Test website functionality and usability 1.4.2 Stakeholder testing 1.4.3 Database checking 1.4.4 Gateway testing
	1.5 Deployment and Maintenance	1.5.1 Launch website 1.5.2 Create leads that will land to the website 1.5.3 Post-launch monitoring 1.5.4 Address issues and bugs
	1.6 Closeout	1.6.1 Audit Procurement 1.6.2 Document Lessons Learned 1.6.3 Update Files/Records 1.6.4 Gain Formal Acceptance 1.6.5 Archive Files/Documents

TREE STRUCTURE VIEW

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                          Fleeky Hub
  ┌──────────┬──────────┬──────────┬──────────┬──────────┬──────────┐
Pre-         Initiation  Development  Testing    Deployment  Closeout
Development                           and QA     and
                                                 Maintenance
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Pre-Development	Initiation	Development	Testing and QA	Deployment and Maintenance	Closeout
Planning and Analysis	Create user personas	Framework assessment	Test website functionality and usability	Launch website	Audit Procurement
Determine user requirements	UI/UX Design	Back-end development	Stakeholder testing	Create leads that will land to the website	Document Lessons Learned
Develop project timelines	Diagram Flow Diagram	Front-end publishing	Database checking	Post-launch monitoring	Update Files/Records
Feasibility Assessment	Develop Project Charter	Payment gateway API	Gateway testing	Address issues and bugs	Gain Formal Acceptance
Create Preliminary Scope Statement	*Deliverable:* Submit Project Charter	Integrate functionalities			Archive Files/Documents
Submit Project Plan	Project Sponsor Reviews Project Charter				
Project Proposal Presentation	Project Charter Signed/Approved				
Project Approval	Advising				

WBS DICTIONARY

Project Title: Fleeky Hub
Project Manager: Pallas Dale Fontiveros
Version Number: Ver1 – 2023

Level	WBS Code	Element Name	Definition
1	1	Fleeky Hub	All work to implement a website for the business
2	1.1	Pre-development	Preparation and approval for the development
3	1.1.1	Planning and Analysis	Lays all the plan and assess if the client needs the listed functionalities
3	1.1.2	Determine user requirements	Empathizes with the client and their problems
3	1.1.3	Develop project timelines	Creating a systematic target and goals in the team
3	1.1.4	Feasibility Assessment	Checks if the project is doable
3	1.1.5	Create Preliminary Scope Statement	Project Manager creates a Preliminary Scope Statement.
3	1.1.6	Submit Project Plan	Project Manager submits the project plan for approval.
3	1.1.7	Project Proposal Presentation	The team presents the problem and the solution
3	1.1.8	Project Approval	The project plan is approved, and the Project Manager has permission to proceed to execute the project according to the project plan.
2	1.2	Initiation	The work to initiate the project.
3	1.2.1	Create user personas	Aligns the output based on the customers that will land to the website
3	1.2.2	UI/UX Design	Sketches and visuals on the website
3	1.2.3	Diagram Flow Diagram	Process development and data continuation
3	1.2.4	Develop Project Charter	Project Manager to develop the Project Charter.
3	1.2.5	Deliverable: Submit Project Charter	Project Charter is delivered to the Project Sponsor.

3	1.2.6	Project Sponsor Reviews Project Charter	Project sponsor reviews the Project Charter.
3	1.2.7	Project Charter Signed/Approved	The Project Sponsor signs the Project Charter which authorizes the Project Manager to move to the Planning Process.
3	1.2.8	Advising	Gather insights from experts
2	1.3	Development	Work involved to execute the project.
3	1.3.1	Framework assessment	The necessary building blocks for the website
3	1.3.2	Back-end development	Databases and data management
3	1.3.3	Front-end publishing	Design and landing page of the website
3	1.3.4	Payment gateway API	Payment management for purchases
3	1.3.5	Integrate functionalities	Functionalities are presented and integrated
2	1.4	Testing and Quality Assurance	Looks over on after development of the website
3	1.4.1	Test website functionality and usability	Checks on bugs and performance
3	1.4.2	Stakeholder testing	Client testing
3	1.4.3	Database checking	Reliability checking
3	1.4.4	Gateway testing	Payment checking on reflection
2	1.5	Deployment and Maintenance	Working group to evaluate solution sets and make recommendations.
3	1.5.1	Launch website	Public release
3	1.5.2	Create leads that will land to the website	Client task on leading customers to the site
3	1.5.3	Post-launch monitoring	Post checking on the performance
3	1.5.4	Address issues and bugs	Last checking and development on bugs

2	1.5	Closeout	The work to close-out the project.
3	1.5.1	Audit Procurement	An audit of all hardware and software procured for the project, ensures that all procured products are accounted for and in the asset management system.
3	1.5.2	Document Lessons Learned	Project Manager along with the project team performs a lessons learned meeting and documents the lessons learned for the project.
3	1.5.3	Update Files/Records	All files and records are updated to reflect the widget management system.
3	1.5.4	Gain Formal Acceptance	The Project Sponsor formally accepts the project by signing the acceptance document included in the project plan.
3	1.5.5	Archive Files/Documents	All project related files and documents are formally archived.

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.
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.