**Work Breakdown Structure (WBS)**

**<E-Cliniq>**

**Project V**

**3 Humabon Place, Magallanes**

**Makati City, 1232**

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# Introduction

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

# Outline View

1. E-CLiniq
   1. Initiation
      1. Assemble Project Team
      2. Identify Project Client and Stakeholders
      3. Develop Project Charter
      4. Deliverable: Submit Project Charter
      5. Project Charter Signed/Approved
   2. Planning
      1. Preliminary Scope Statement
      2. Project Team Kickoff Meeting
      3. Assign Project Tasks
      4. Create Stakeholder Management Strategy
      5. Create Scope Management Plan
      6. Create Schedule Management Plan
      7. Create Cost Management Plan
      8. Submit Deliverables
      9. Milestone: Project Plan Approval
   3. Execution
      1. Project Team Kickoff Meeting
      2. Verify & Validate User Requirements
      3. Design System
      4. Procure Hardware/Software
      5. Install Development System
      6. Develop Patient Record System
      7. Develop Appointment System
      8. Develop Inventory System
      9. Finalize E-Cliniq
      10. Test E-Cliniq
      11. Deploy System in Test Environment
      12. User Training
      13. Resolve Issues After Testing
      14. Deploy in APC Environment
   4. Control
      1. Project Management
      2. Project Status Meetings
      3. Risk Management
      4. Update Project Management Plan
   5. Closeout
      1. Audit Procurement
      2. Document Lessons Learned
      3. Update Files/Records
      4. Gain Formal Acceptance
      5. Archive Files/Documents

# Hierarchical Structure

|  |  |  |
| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 | E-Cliniq |
| 2 | 1.1 | Initiation |
| 3 | 1.1.1 | Assemble Project Team |
| 3 | 1.1.2 | Identify Project Client and Stakeholders |
| 3 | 1.1.3 | Develop Project Charter |
| 3 | 1.1.4 | Deliverable: Submit Project Charter |
| 3 | 1.1.5 | Project Charter Signed/Approved |
| 2 | 1.2 | Planning |
| 3 | 1.2.1 | Create Preliminary Scope Statement |
| 3 | 1.2.2 | Project Team Kickoff Meeting |
| 3 | 1.2.3 | Assign project tasks |
| 3 | 1.2.4 | Create stakeholder management strategy |
| 3 | 1.2.5 | Create scope management plan |
| 3 | 1.2.6 | Create schedule management plan |
| 3 | 1.2.7 | Create cost management plan |
| 3 | 1.2.8 | Submit Deliverables |
| 3 | 1.2.9 | Milestone: Project Plan Approval |
| 2 | 1.3 | Execution |
| 3 | 1.3.1 | Project Kickoff Meeting |
| 3 | 1.3.2 | Verify & Validate User Requirements |
| 3 | 1.3.3 | Design System |
| 3 | 1.3.4 | Procure Hardware/Software |
| 3 | 1.3.5 | Install Development System |
| 3 | 1.3.6 | Develop Patient Record System |
| 3 | 1.3.7 | Develop Appointment System |
| 3 | 1.3.8 | Develop Inventory System |
| 3 | 1.3.9 | Finalize E-Cliniq |
| 3 | 1.3.10 | Test E-Cliniq |
| 3 | 1.3.11 | Deploy system in test environment |
| 3 | 1.3.12 | User Training |
| 3 | 1.3.13 | Resolve issues after testing |
| 3 | 1.3.14 | Deploy in APC environment |
| 2 | 1.4 | Control |
| 3 | 1.4.1 | Project Management |
| 3 | 1.4.2 | Project Status Meetings |
| 3 | 1.4.3 | Risk Management |
| 3 | 1.4.4 | Update Project Management Plan |
| 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

|  |  |  |
| --- | --- | --- |
| Level 1 | Level 2 | Level 3 |
| 1 E-Cliniq | 1.1 Initiation | 1.1.1 Assemble Project Team  1.1.2 Identify Project Client and Stakeholders  1.1.3 Develop Project Charter  1.1.4 Deliverable: Submit Project Charter  1.1.5 Project Charter Signed/Approved |
| 1.2 Planning | 1.2.1 Create Preliminary Scope Statement  1.2.2 Project Team Kickoff Meeting  1.2.3 Assign project tasks  1.2.4 Create stakeholder management strategy  1.2.5 Create scope management plan  1.2.6 Create schedule management plan  1.2.7 Create cost management plan  1.2.8 Submit Deliverables  1.2.9 Milestone: Project Plan Approval |
| 1.3 Execution | 1.3.1 Project Team Kickoff Meeting  1.3.2 Verify & Validate User Requirements  1.3.3 Design System  1.3.4 Procure Hardware/Software  1.3.5 Install Development System  1.3.6 Develop Patient Record System  1.3.7 Develop Appointment System  1.3.8 Develop Inventory System  1.3.9 Finalize E-Cliniq  1.3.10 Test E-Cliniq  1.3.11 Deploy system in test environment  1.3.12 User Training  1.3.13 Resolve issues after testing  1.3.14 Deploy in APC environment |
| 1.4 Control | 1.4.1 Project Management  1.4.2 Project Status Meetings  1.4.3 Risk Management  1.4.4 Update Project Management Plan |
| 1.5 Closeout | 1.5.1 Audit Procurement  1.5.2 Document Lessons Learned  1.5.3 Update Files/Records  1.5.4 Gain Formal Acceptance  1.5.5 Archive Files/Documents |

# Tree Structure View

A picture containing text, screenshot, design

Description automatically generated

# WBS Dictionary

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 1 | E-Cliniq | All work to implement E-Cliniq |
| 2 | 1.1 | Initiation | The work to initiate the project. |
| 3 | 1.1.1 | Assemble Project Team | Project team is assembled during SNTSDEV |
| 3 | 1.1.2 | Identify Project Client and Stakeholders | Project team identify a client for the project |
| 3 | 1.1.3 | Develop Project Charter | Project Manager to develop the Project Charter. |
| 3 | 1.1.4 | Deliverable: Submit Project Charter | Project Charter is delivered to the Project Sponsor. |
| 3 | 1.1.5 | Project Charter Signed/Approved | The Project Sponsor signs the Project Charter which authorizes the Project Manager to move to the Planning Process. |
| 2 | 1.2 | Planning | The work for the planning process for the project. |
| 3 | 1.2.1 | Create Preliminary Scope Statement | Project Manager creates a Preliminary Scope Statement. |
| 3 | 1.2.2 | Project Team Kickoff Meeting | The planning process officially started with a project kickoff meeting including the Project Manager, Project Team, and Project Sponsor (optional). |
| 3 | 1.2.3 | Assign project tasks | Project Manager delegates the tasks to the members. |
| 3 | 1.2.4 | Create stakeholder management strategy | Project Manager strategizes how to manage stakeholders. |
| 3 | 1.2.5 | Create scope management plan | Project Manager plans on how to manage the project scope |
| 3 | 1.2.6 | Create schedule management plan | Project Manager plans on how to manage schedule |
| 3 | 1.2.7 | Create cost management plan | Project Manager plans on how to manage costs |
| 3 | 1.2.8 | Submit Deliverables | Project Manager submits deliverables for approval |
| 3 | 1.2.9 | Milestone: Project Plan Approval | The project plan is approved, and the Project Manager has permission to proceed to execute the project according to the project plan. |
| 2 | 1.3 | Execution | Work involved executing the project. |
| 3 | 1.3.1 | Project Kickoff Meeting | Project Manager conducts a formal kick off meeting with the project team, project stakeholders and project sponsor. |
| 3 | 1.3.2 | Verify & Validate User Requirements | The original user requirements are reviewed by the project manager and team, then validated with the users/stakeholders. This is where additional clarification may be needed. |
| 3 | 1.3.3 | Design System | The technical resources design the new widget management system. |
| 3 | 1.3.4 | Procure Hardware/Software | The procurement of all hardware, software and facilities needed for the project. |
| 3 | 1.3.5 | Install Development System | Team installs a development system for testing and customizations of user interfaces. |
| 3 | 1.3.6 | Develop Patient Record System | Project developers are tasked to code the patient record system |
| 3 | 1.3.7 | Develop Appointment System | Project developers are tasked to code the appointment system |
| 3 | 1.3.8 | Develop Inventory System | Project developers are tasked to code the inventory system |
| 3 | 1.3.9 | Finalize E-Cliniq | Project developers consolidates the sub-systems and finalizes the product |
| 3 | 1.3.10 | Test E-Cliniq | The system is tested with a select set of users. |
| 3 | 1.3.11 | Deploy system in test environment | E-Cliniq is deployed in a test environment for user training. |
| 3 | 1.3.12 | User Training | User training is conducted, and issues are identified |
| 3 | 1.3.13 | Resolve issues after testing | Final revisions to the systems |
| 3 | 1.3.14 | Deploy in APC environment | E-Cliniq is deployed to the actual APC environment after user acceptance. |
| 2 | 1.4 | Control | The work involved the control process of the project. |
| 3 | 1.4.1 | Project Management | Overall project management for the project. |
| 3 | 1.4.2 | Project Status Meetings | Weekly team status meetings. |
| 3 | 1.4.3 | Risk Management | Risk management efforts as defined in the Risk Management Plan. |
| 3 | 1.4.4 | Update Project Management Plan | Project Manager updates the Project Management Plan as the project progresses. |
| 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 | The Project Manager and the team perform a lesson-learned meeting and document 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 element's 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 is no restriction on what a WBS Component is.

WBS Element: A WBS Element is a single WBS component, and its associated attributes are 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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