**Work Breakdown Structure (WBS) Template**

**Work Breakdown Structure (WBS)**

**SmartBooks: Optimizing Book and Ebook Acquisition and Utilization in Asia Pacific College Library**

**Asia Pacific College**

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# Introduction

The Work Breakdown Structure (WBS) is a hierarchical breakdown of the project's deliverables and work activities that provides a framework for organizing and managing the project. For the SmartBooks project, which aims to optimize book and ebook acquisition and utilization in Asia Pacific College Library, the WBS is a critical component that helps to ensure the project is completed on time, within budget, and meets the requirements of stakeholders. The WBS identifies all the necessary tasks, resources, and dependencies required to complete the project successfully, allowing for efficient planning and management of the project from start to finish.

# Outline View

1. SmartBooks Utilization in Asia Pacific College Library
   1. **Requirements Analysis**
      1. Understand the needs and requirements of stakeholders.
      2. Identify desired features and functionalities.
      3. Define data requirements for tracking book usage and reviews.
   2. **System Design**
      1. Create a user-friendly interface and system architecture.
      2. Design data models for tracking book usage and reviews.
      3. Define workflows for book acquisition and borrowing.
   3. **Development and Testing**
      1. Develop the SmartBooks system.
      2. Test the system for functionality and performance.
      3. Fix any issues or bugs identified during testing.
   4. **Training and Documentation**
      1. Provide training for library staff on using the system.
      2. Create user guides and manuals for reference.
      3. Develop system administration documentation.
   5. **Implementation and Deployment**
      1. Roll out the system in phases or all at once.
      2. Migrate existing books and eBook data to the system.
      3. Test the system in the live environment.
   6. **Maintenance and Support**
      1. Maintain and update the system regularly.
      2. Provide technical support to address user queries.
      3. Monitor system performance and security.

# Hierarchical Structure

|  |  |  |
| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 0. | SmartBooks Utilization in Asia Pacific College Library |
| 2 | 1. | Requirements Analysis |
| 3 | 1.1 | Understand the needs and requirements of stakeholders. |
| 3 | 1.2 | Identify desired features and functionalities. |
| 3 | 1.3 | Define data requirements for tracking book usage and reviews. |
| 2 | 2. | System Design |
| 3 | 2.1 | Create a user-friendly interface and system architecture. |
| 3 | 2.2 | Design data models for tracking book usage and reviews. |
| 3 | 2.3 | Define workflows for book acquisition and borrowing. |
| 2 | 3. | Development and Testing |
| 3 | 3.1 | Develop the SmartBooks system. |
| 3 | 3.2 | Test the system for functionality and performance. |
| 3 | 3.3 | Fix any issues or bugs identified during testing. |
| 2 | 4. | Training and Documentation |
| 3 | 4.1 | Provide training for library staff on using the system. |
| 3 | 4.2 | Create user guides and manuals for reference. |
| 3 | 4.3 | Develop system administration documentation. |
| 2 | 5. | Implementation and Deployment |
| 3 | 5.1 | Roll out the system in phases or all at once. |
| 3 | 5.2 | Migrate existing books and eBook data to the system. |
| 3 | 5.3 | Test the system in the live environment. |
| 2 | 6. | Maintenance and Support |
| 3 | 6.1 | Maintain and update the system regularly. |
| 3 | 6.2 | Provide technical support to address user queries. |
| 3 | 6.3 | Monitor system performance and security. |

# Tabular View

|  |  |  |
| --- | --- | --- |
| Level 1 | Level 2 | Level 3 |
| 0 SmartBooks Utilization in Asia Pacific College Library | 1.Requirements Analysis | 1.1 Understand the needs and requirements of stakeholders.  1.2 Identify desired features and functionalities.  1.3 Define data requirements for tracking book usage and reviews. |
| 2. System Design | 2.1 Create a user-friendly interface and system architecture.  2.2 Design data models for tracking book usage and reviews.  2.3 Define workflows for book acquisition and borrowing. |
| 3. Development and Testing | 3.1 Develop the SmartBooks system.  3.2 Test the system for functionality and performance.  3.3 Fix any issues or bugs identified during testing. |
| 4. Training and Documentation | 4.1 Provide training for library staff on using the system.  4.2 Create user guides and manuals for reference.  4.3 Develop system administration documentation. |
| 5.Implementation and Deployment | 5.1 Roll out the system in phases or all at once.  5.2 Migrate existing books and eBook data to the system.  5.3 Test the system in the live environment. |
| 6. Maintenance and Support | 6.1 Maintain and update the system regularly.  6.2 Provide technical support to address user queries.  6.3 Monitor system performance and security |

# Tree Structure View

A picture containing text, screenshot, font, poster

Description automatically generated

# WBS Dictionary

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 0 | SmartBooks Utilization in Asia Pacific College Library | SmartBooks is a digital platform that utilizes data analytics and visualization to provide insights into patterns and trends in student usage of a library's resources. Its purpose is to optimize the library's operations and enhance the user experience. |
| 2 | 1. | Requirements Analysis | Requirement analysis is the process of comprehensively understanding and documenting the needs, expectations, and specifications of a project to ensure successful planning and execution. |
| 3 | 1.1 | Understand the needs and requirements of stakeholders. | Gain a clear understanding of what stakeholders want and require. |
| 3 | 1.2 | Identify desired features and functionalities. | Determine the specific characteristics and capabilities desired for the project. |
| 3 | 1.3 | Define data requirements for tracking book usage and reviews. | Clearly outline the necessary information and data for tracking book usage and reviews. |
| 2 | 2. | System Design | The process of creating a detailed plan and blueprint that outlines the architecture, components, and functionalities of a system to meet specified requirements. |
| 3 | 2.1 | Create a user-friendly interface and system architecture. | Create a system that is easy to use and has a well-designed layout. |
| 3 | 2.2 | Design data models for tracking book usage and reviews. | Develop structures to track how books are used and collect reviews from users. |
| 3 | 2.3 | Define workflows for book acquisition and borrowing. | Define streamlined processes for acquiring new books and managing borrowing transactions in the library. |
| 2 | 3. | Development and Testing | The combined process of creating and building the SmartBooks system and evaluating its functionality and performance to ensure it meets the specified requirements and works as intended. |
| 3 | 3.1 | Develop the SmartBooks system. | Build the SmartBooks system for better book and eBook management in the college library. |
| 3 | 3.2 | Test the system for functionality and performance. | Conduct thorough testing to ensure the system works properly and performs well. |
| 3 | 3.3 | Fix any issues or bugs identified during testing. | Address and resolve any problems or bugs found during testing to improve the system's functionality and user experience. |
| 2 | 4. | Training and Documentation | The comprehensive process of providing structured instruction, practice, and creating written or visual materials to educate and guide individuals in effectively using a system or technology. |
| 3 | 4.1 | Provide training for library staff on using the system. | Provide training sessions for library staff to learn how to use the system effectively. |
| 3 | 4.2 | Create user guides and manuals for reference. | Develop easy-to-follow guides and manuals for users to reference when using the system. |
| 3 | 4.3 | Develop system administration documentation. | Create documentation outlining the procedures and guidelines for system management and maintenance. |
| 2 | 5. | Implementation and Deployment | The process of putting the system into action and making it available for use by users, ensuring a smooth transition from development to operational status. |
| 3 | 5.1 | Roll out the system in phases or all at once. | Choose to implement the system gradually over different stages or introduce it all at once. |
| 3 | 5.2 | Migrate existing books and eBook data to the system. | Transfer the data of current books and eBooks to the new system. |
| 3 | 5.3 | Test the system in the live environment. | Assess the performance and functionality of the system in the actual operational setting. |
| 2 | 6. | Maintenance and Support | Providing ongoing care and assistance to ensure the system's optimal performance, reliability, and availability. |
| 3 | 6.1 | Maintain and update the system regularly. | Keep the system up-to-date and in good condition through regular maintenance and updates. |
| 3 | 6.2 | Provide technical support to address user queries. | Offer assistance to users by addressing their questions and resolving any issues they may encounter with the system. |
| 3 | 6.3 | Monitor system performance and security. | Continuously keep an eye on the system's performance and security to ensure it functions well and remains protected from potential threats. |

# Glossary of Terms

* **Smartbooks** - An online platform that provides insights and statistics about the usage patterns of students in the Asia Pacific College Library.
* **Usage** **patterns** - The behavior of students in the library, including the number of books borrowed, frequency of visits, and other metrics.
* **Quality** **Checklists** - Lists of criteria used to ensure that the deliverables meet the required quality standards.

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