**Work Breakdown Structure (WBS)**

**Manpower Allocation and Planning System**

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# Introduction

The Manpower Allocation and Planning System is a tool designed to improve the record keeping and streamline the scheduling and allocation of Manpower. By offering these functionalities into a single platform, Manpower Allocation and Planning system will help provide the company with better record integrity and put more forethought in planning services in a more efficient process. This system’s vision is to help the company to accommodate more projects with less confusion and effort.

To further clarify the scope and objectives of the Manpower Allocation and Planning System project, a Work Breakdown Structure (WBS) has been developed. The WBS breaks down the project into smaller, more manageable units called work packages. Each work package represents a specific piece of work that needs to be completed in order to achieve the overall project goals. The WBS provides a clear, hierarchical structure that enables the project team to understand the relationships between different work packages and ensure that all necessary tasks are included in the project plan. It also provides a basis for creating a project schedule, budget, and resource plan, as well as for tracking progress and identifying potential risks and issues. Overall, the WBS is an essential tool for managing and controlling the Manpower Allocation and Planning System project to ensure its success.

# Outline View

1. Manpower Allocation and Planning System
   1. Initiation
      1. MNTSDEV: Evaluation & Recommendations
      2. Kickoff Meeting
      3. Develop Project Paper
      4. Review of Related Systems
      5. *Deliverable:* Submit Project Paper
   2. Planning
      1. MSYADD Requirements Meeting
      2. Determine Project Team
      3. Project Team Kickoff Meeting
      4. Develop Project Plan
      5. Submit Project Plan
      6. *Milestone:* Project Plan Approval/Defense
   3. Execution
      1. Project Kickoff Meeting
      2. Design System
      3. MAPS Development: Sprint 1
      4. MAPS Development: Sprint 2
      5. MAPS Development: Sprint 3
      6. Testing Phase
      7. Install Live System
      8. User Training
      9. Go Live
   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 | Manpower Allocation and Planning System |
| 2 | 1.1 | Initiation |
| 3 | 1.1.1 | MNTSDEV: Evaluation & Recommendations |
| 3 | 1.1.2 | Kickoff meeting |
| 3 | 1.1.3 | Develop Project Paper |
| 3 | 1.1.4 | Review of Related Systems |
| 3 | 1.1.5 | *Deliverable:* Submit Project Paper |
| 2 | 1.2 | Planning |
| 3 | 1.2.1 | MSYADD Requirements Meeting |
| 3 | 1.2.2 | Determine Project Team |
| 3 | 1.2.3 | Project Team Kickoff Meeting |
| 3 | 1.2.4 | Develop Project Plan |
| 3 | 1.2.5 | Submit Project Plan |
| 3 | 1.2.6 | Milestone: Project Plan Approval/Defense |
| 2 | 1.3 | Execution |
| 3 | 1.3.1 | Project Kickoff Meeting |
| 3 | 1.3.2 | Design System |
| 3 | 1.3.3 | MAPS Development: Sprint 1 |
| 3 | 1.3.4 | MAPS Development: Sprint 2 |
| 3 | 1.3.5 | MAPS Development: Sprint 3 |
| 3 | 1.3.6 | Testing Phase |
| 3 | 1.3.7 | Install System |
| 3 | 1.3.8 | User Training |
| 3 | 1.3.9 | Go Live |
| 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 Manpower Allocation and Planning System | 1.1 Initiation /MNTSDEV | 1.1.1 MNTSDEV: Evaluation & Recommendations  1.1.2 Kickoff meeting  1.1.3 D*evelop Project Paper*  1.1.4 Review of Related Systems  1.1.5 Deliverable: Submit Project Paper |
| 1.2 Planning /MSYADD | 1.2.1 MSYADD Requirements Meeting  1.2.2 Determine Project Team  1.2.3 Project Team Kickoff Meeting  1.2.4 Develop Project Plan  1.2.5 Submit Project Plan  1.2.6 Milestone: Project Plan Approval/ Defense |
| 1.3 Execution/ MCSPROJ | 1.3.1 Project Kickoff Meeting  1.3.2 Design System  1.3.3 MAPS Development: Sprint 1  1.3.4 MAPS Development: Sprint 2  1.3.5 MAPS Development: Sprint 3  1.3.6 Testing Phase  1.3.7 Install System  1.3.8 User Training  1.3.9 Go Live |
| 1.4 Control/ PROJMAN | 1.4.1 Project Management  1.4.2 Project Status Meetings  1.4.3 Risk Management  1.4.4 Update Project Management Plan |
| 1.5 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

Manpower Allocation and Planning System

1

Initiation

1.1

Planning

1.2

Execution

1.3

Control

1.4

MSYADD Requirements Meeting   
1.2.1

Closeout

1.5

MNTSDEV: Evaluation & Recommendations   
1.1.1

Kickoff meeting  
 1.1.2

D*evelop Project Paper* 1.1.3

Review of Related Systems   
1.1.4

Deliverable: Submit Project Paper   
1.1.5

Determine Project Team   
1.2.2

Project Team Kickoff Meeting

1.2.3

Develop Project Plan

1.2.4

Submit Project Plan

1.2.5

Milestone: Project Plan Approval/ Defense

1.2.6

Project Kickoff Meeting

1.3.1

Design System   
1.3.2

MAPS Development: Sprint 1  
1.3.3

MAPS Development: Sprint 2

1.3.4

MAPS Development: Sprint 3

1.3.5

Testing Phase

1.3.6

Install Live System

1.3.7

User Training

1.3.8

Go Live

1.3.9

Project Management

1.4.1

Project Status Meetings

1.4.2

Risk Management

1.4.3

Update Project Management Plan

1.4.4

Audit Procurement

1.5.1

Document Lessons Learned

1.5.2

Update Files/ Records

1.5.3

Gain Formal Acceptance

1.5.4

Archive Files/ Documents

1.5.5

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 1 | Manpower Allocation and Planning System. | All work to implement a new Manpower Allocation and Planning System. |
| 2 | 1.1 | Initiation | The work to initiate the project. |
| 3 | 1.1.1 | MNTSDEV: Evaluation & Recommendations | During the class, evaluate the deliverables for the subject and find out the problems that the client are having. |
| 3 | 1.1.2 | Kickoff meeting | Project Manager to start developing the Project Paper. |
| 3 | 1.1.3 | DevelopProject Paper | Parts of the Project Paper are disseminated within the team. |
| 3 | 1.1.4 | Review of Related Systems | Project Manager Reviews different related literature and systems. |
| 3 | 1.1.5 | Deliverable: Submit Project Paper | Submits the Project Paper to the Project sponsor, Project adviser and Professor. |
| 2 | 1.2 | Planning | The work for the planning process for the project. |
| 3 | 1.2.1 | MSYADD Requirements Meeting | During the class, evaluate the deliverables for the subject and develop a development plan. |
| 3 | 1.2.2 | Determine Project Team | The Project Manager determines the project team and requests the resources. |
| 3 | 1.2.3 | Project Team Kickoff Meeting | The planning process is officially started with a project kickoff meeting which includes the Project Manager, Project Team and Project Sponsor (optional). |
| 3 | 1.2.4 | Develop Project Plan | Under the direction of the Project Manager the team develops the project plan. |
| 3 | 1.2.5 | Submit Project Plan | Project Manager submits the project plan for approval. |
| 3 | 1.2.6 | Milestone: Project Plan Approval/ Defense | The project plan is approved after a defense and the Project Manager has permission to proceed to execute the project according to the project plan. |
| 2 | 1.3 | Execution | Work involved to execute 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. |

# WBS Dictionary

| 3 | 1.3.2 | Design System | The technical resources design the new Manpower Allocation and Planning System |
| --- | --- | --- | --- |
| 3 | 1.3.3 | MAPS Development: Sprint 1 | First Sprint of system development which will focus on developing the main functionalities of the system. |
| 3 | 1.3.4 | MAPS Development: Sprint 2 | Second Sprint of system development which will focus on developing the additional features and any changes in the output of Sprint 1. |
| 3 | 1.3.5 | MAPS Development: Sprint 3 | Last Sprint of system development which will focus on ensuring all functionalities of the system are working and functioning as designed. |
| 3 | 1.3.6 | Testing Phase | The system is tested with a select set of users. |
| 3 | 1.3.7 | Install System | The actual system is installed and configured. |
| 3 | 1.3.8 | User Training | All users are provided with a four hours training class. Additionally, managers are provided with an additional two hours class to cover advanced reporting. |
| 3 | 1.3.9 | Go Live | System goes live with all users. |
| 2 | 1.4 | Control | The work involved for 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 | 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 Manpower Allocation and Planning 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.

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