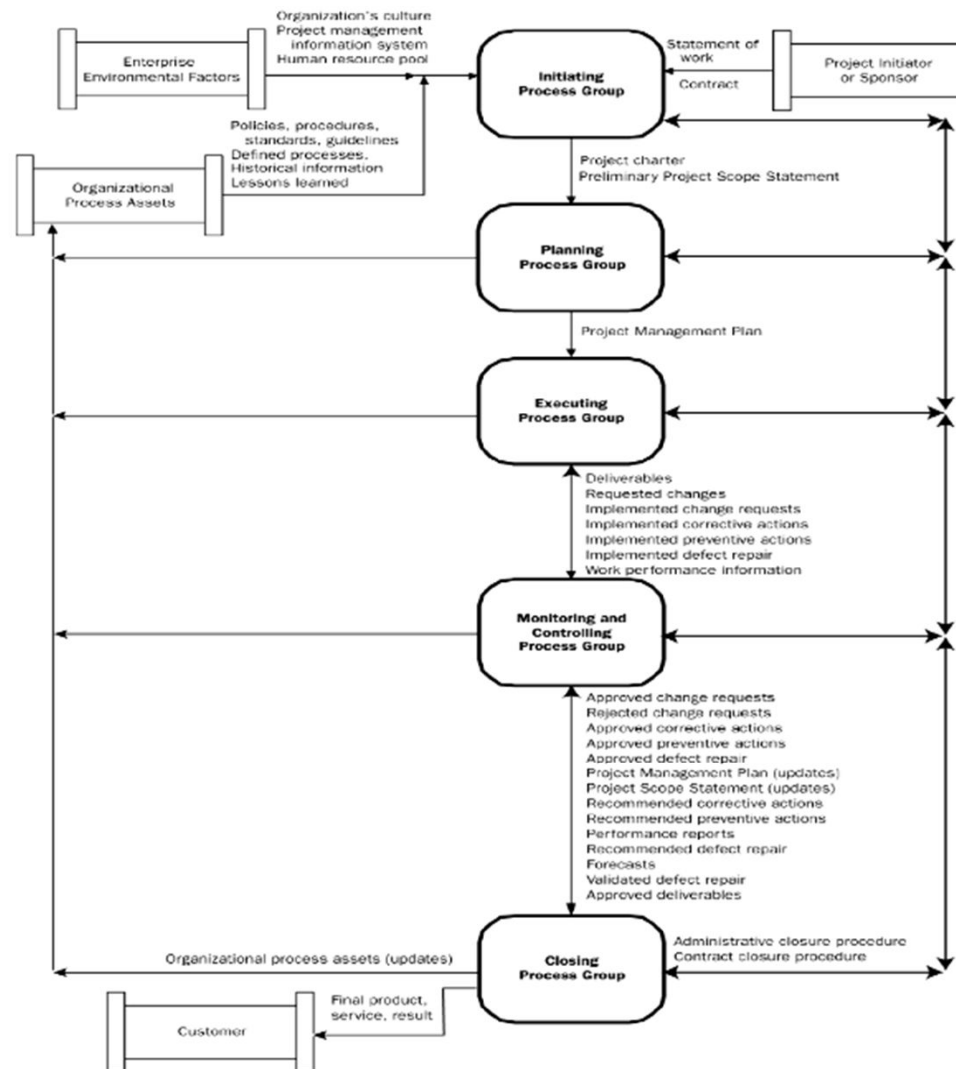


# 04 WORK BREAKDOWN STRUCTURE

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PSTI FT Univ. Mataram  
2018

# High Level Summary



Note: Not all process interactions and data flow among the Process Groups are shown.

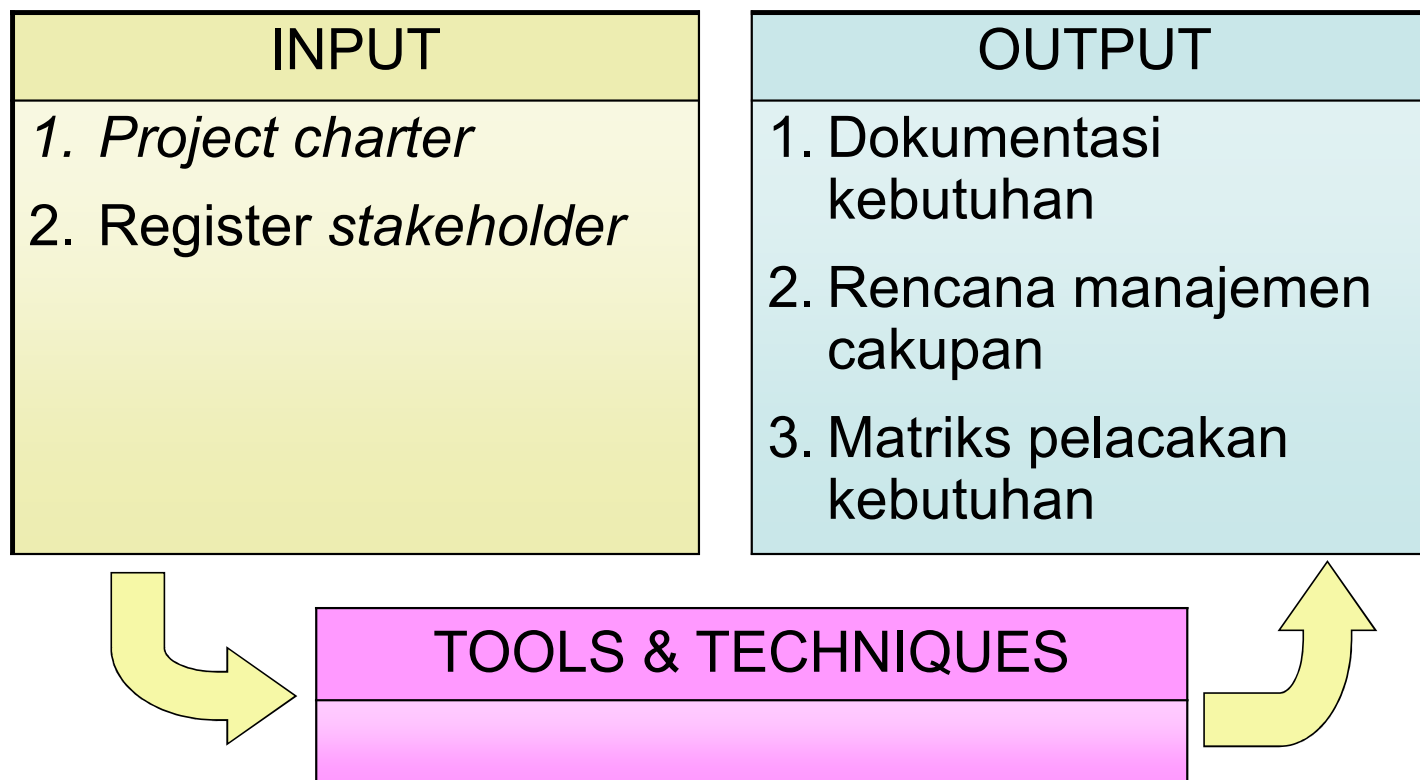
Figure 3-4. High Level Summary of Process Groups' Interactions

## **PROSES-PROSES**

### **MANAJEMEN CAKUPAN PROYEK → PRELIMINARY PROJECT SCOPE STATEMENT**

PERENCANAAN	1. Mengumpulkan kebutuhan
	2. Mendefinisikan cakupan
	3. Membuat WBS
MONITORING DAN PENGAWASAN	4. Memverifikasi cakupan
	5. Mengontrol cakupan

## MENGUMPULKAN KEBUTUHAN



## MASUKAN PROSES MENGUMPULKAN KEBUTUHAN

**Project charter** memberikan kewenangan kepada proyek. Memuat kebutuhan proyek dan deskripsi produk proyek secara umum.

**Register *stakeholder*:** Memuat catatan penting tentang karakter *stakeholder*

# PIRANTI PROSES MENGUMPULKAN KEBUTUHAN

1. Wawancara.
2. Focus group.
3. Workshops.
4. Teknik grup kreatif (contoh: brainstorming, etc).
5. Kuisiener dan survei.
6. Observasi.
7. Prototipe, ada umpan balik pada tahap awal thd kebutuhan yg disajikan dengan model.

# PIRANTI PROSES

## MENDEFINISIKAN CAKUPAN PROYEK

Pernyataan Cakupan Proyek (*scope statement*) mendefinisikan pekerjaan dalam proyek, dan rincinya, untuk dijadikan dasar keputusan proyek selanjutnya.

Pertimbangan dalam penyusunannya sama dengan pada waktu mendefinisikan rencana manajemen cakupan

Analisis produk dapat digunakan untuk mendefinisikan cakupan proyek.

Seringkali dibutuhkan pendapat ahli untuk merumuskan cakupan proyek dengan tepat.

# PREELIMINARY PROJECT SCOPE STATEMENT

Screen 1-2	Screen 1-2
<div><p><b>PMdocs</b> <i>Project Management Docs</i></p><p><b>PRELIMINARY PROJECT SCOPE STATEMENT TEMPLATE</b></p><p>This Preliminary Project Scope Statement Template is free for you to copy and use on your project and within your organization. We hope that you find this template useful and welcome your comments. Public distribution of this document is only permitted from the Project Management Docs official website at: <a href="http://www.ProjectManagementDocs.com">www.ProjectManagementDocs.com</a></p><p><b>PRELIMINARY PROJECT SCOPE STATEMENT</b> <b>&lt;PROJECT NAME&gt;</b></p><p><b>COMPANY NAME</b> <b>STREET ADDRESS</b> <b>CITY, STATE ZIP CODE</b></p><p><b>DATE</b></p></div>	<div><p><b>TABLE OF CONTENTS</b></p><p><a href="#">PROJECT AND PRODUCT OBJECTIVES</a></p><p><a href="#">PRODUCT OR SERVICE REQUIREMENTS AND CHARACTERISTICS</a></p><p><a href="#">PRODUCT ACCEPTANCE CRITERIA</a></p><p><a href="#">PROJECT BOUNDARIES</a></p><p><a href="#">PROJECT REQUIREMENTS AND DELIVERABLES</a></p><p><a href="#">PROJECT ASSUMPTIONS</a></p><p><a href="#">INITIAL PROJECT ORGANIZATION</a></p><p><a href="#">INITIAL DEFINED RISKS</a></p><p><a href="#">SCHEDULE MILESTONES</a></p><p><a href="#">INITIAL WBS (HIGH LEVEL)</a></p><p><a href="#">ORDER OF MAGNITUDE COST ESTIMATE</a></p><p><a href="#">PROJECT CONFIGURATION MANAGEMENT REQUIREMENTS</a></p></div>



# Create WBS

- This is the process necessary for subdividing the major project deliverables and project work into smaller, more manageable components.

Careful with the level of detail in your WBS – 3 levels is good; 5 the limit, and 7 becomes unwieldy.

## INPUT

1. Organizational Process Assets
2. Project Scope Statement
3. Project Scope Management Plan
4. Approved Change Requests

## OUTPUT

1. Project Scope Statement (**updates**)
2. Work Breakdown Structure
3. WBS Dictionary
4. Scope Baseline
5. Project Scope Management Plan (**updates**)
6. Requested Changes

## MEMBUAT WBS

**WBS mrpk pengelompokan pekerjaan berorientasi deliverable yg terlibat dlm suatu proyek yang menentukan lingkup keseluruhan proyek**

**WBS mrpk dokumen mendasar yg menyediakan dasar-dasar utk perencanaan dan pengaturan jadwal proyek, biaya, sumber daya, dan perubahan-perubahan**

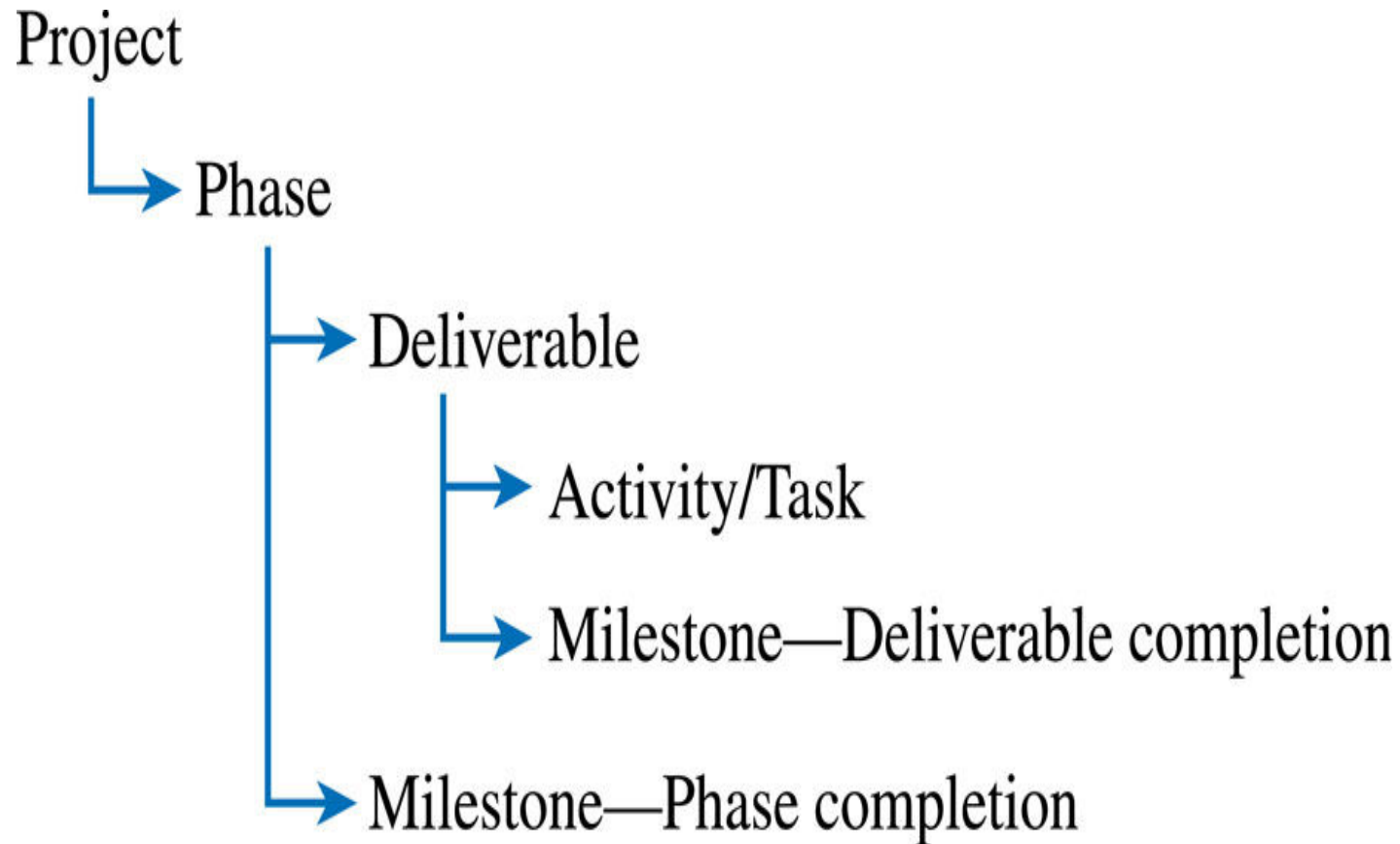
**Dekomposisi adl proses memecah deliverables proyek mjd bagian-bagian yg lbh kecil**

# WORK BREAKDOWN STRUCTURE (WBS)

The WBS represents a logical decomposition of the work to be performed and focuses on how the product, service, or result is naturally subdivided. It is an outline of what work is to be performed.

LEVEL	ELEMENT DESCRIPTION
1	Project
2	Category
3	Subcategory
4	Sub-Subcategory
5	Work Package

# WORK PACKAGE





# DELIVERABLES AND MILESTONES

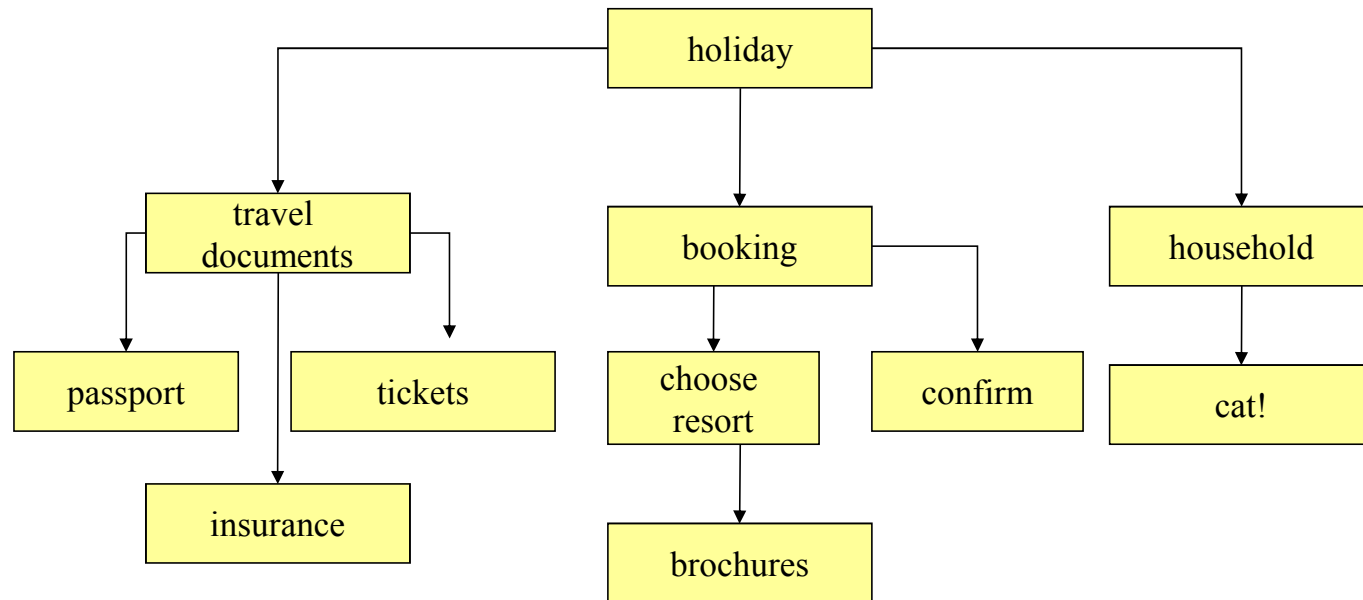
## Deliverables

- Tangible, verifiable work products
- Reports, presentations, prototypes, etc.

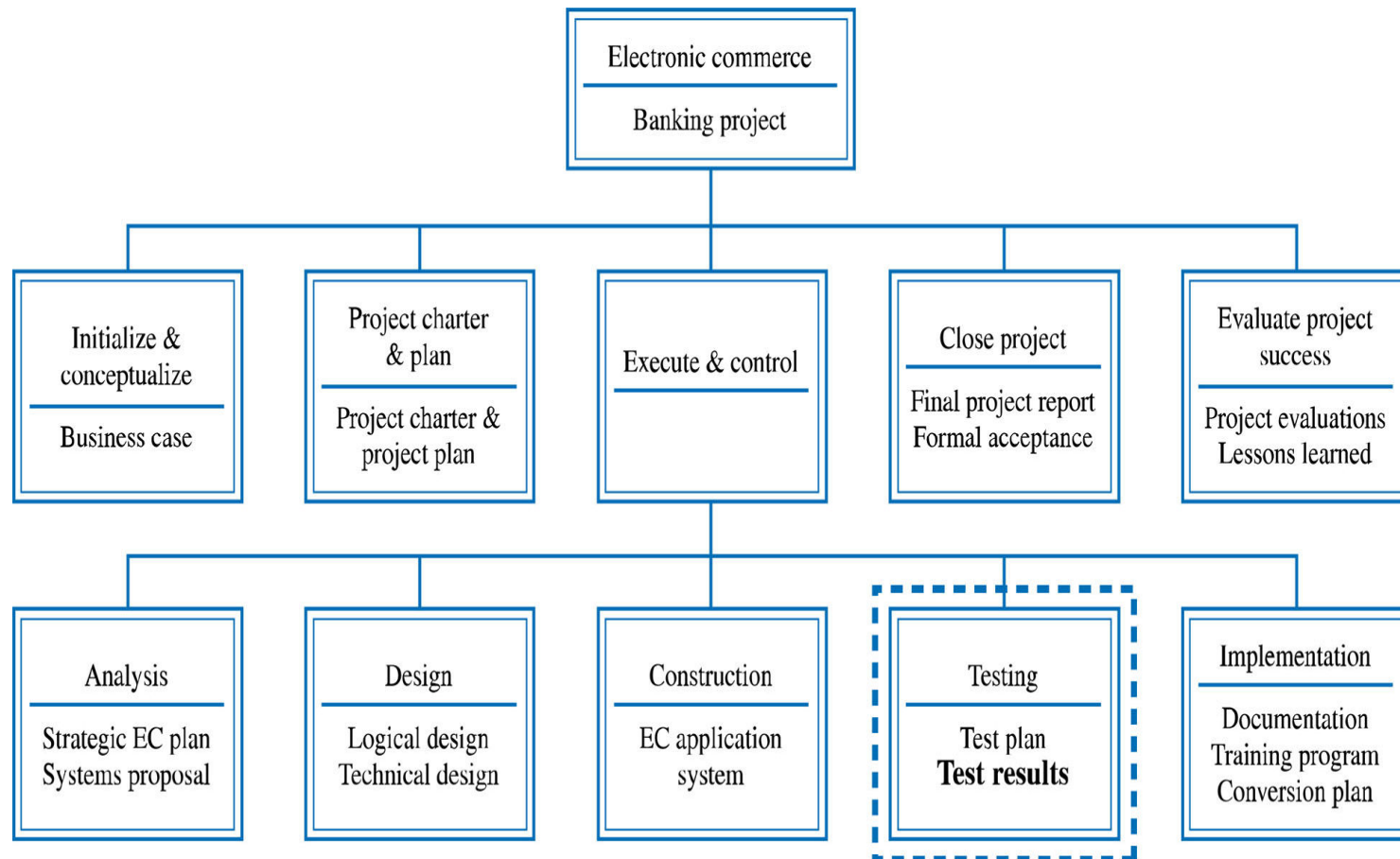
## Milestones

- Significant events or achievements
- Acceptance of deliverables or phase completion
- Cruxes (proof of concepts)
- Quality control
- Keeps team focused

# EXAMPLE OF WBS: “HOLIDAY”



# DEVELOPING THE WBS

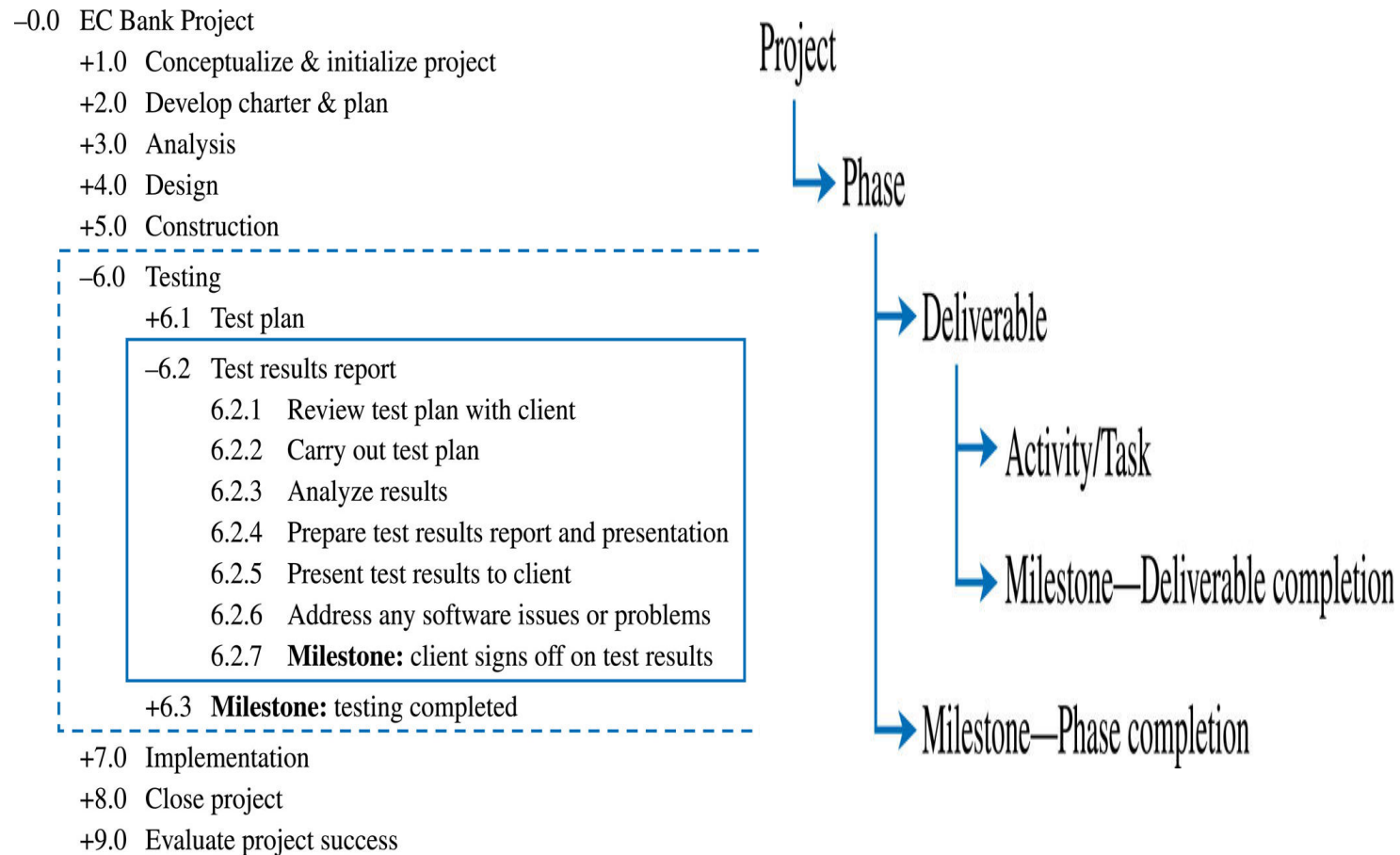


# EXAMPLE WORK BREAKDOWN SCHEDULE

- 0.0 EC Bank Project
  - +1.0 Conceptualize & initialize project
  - +2.0 Develop charter & plan
  - +3.0 Analysis
  - +4.0 Design
  - +5.0 Construction
  - 6.0 Testing
    - +6.1 Test plan
    - 6.2 Test results report
      - 6.2.1 Review test plan with client
      - 6.2.2 Carry out test plan
      - 6.2.3 Analyze results
      - 6.2.4 Prepare test results report and presentation
      - 6.2.5 Present test results to client
      - 6.2.6 Address any software issues or problems
      - 6.2.7 **Milestone:** client signs off on test results
    - +6.3 **Milestone:** testing completed
  - +7.0 Implementation
  - +8.0 Close project
  - +9.0 Evaluate project success



# THE WBS SHOULD FOLLOW THE WORK PACKAGE CONCEPT





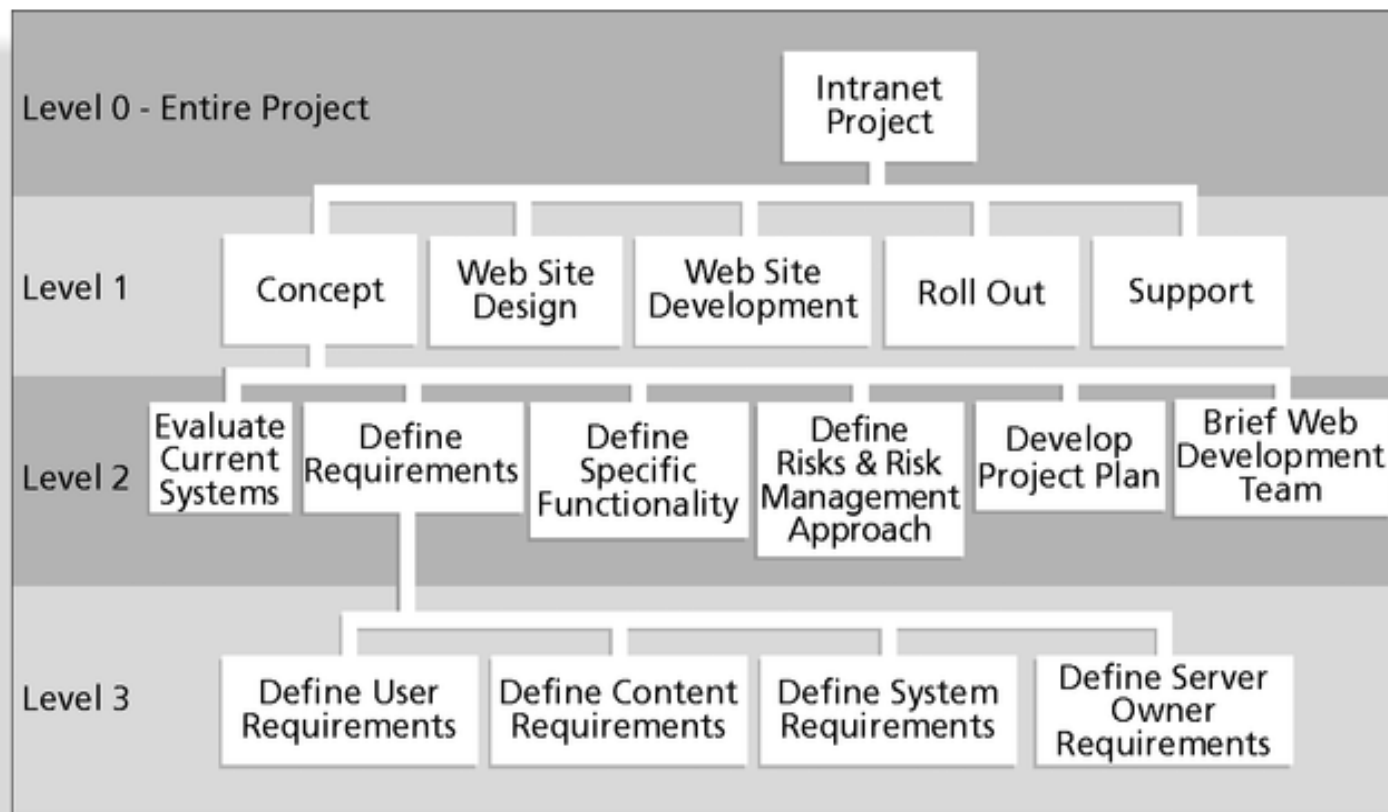
# DEVELOPING THE WBS

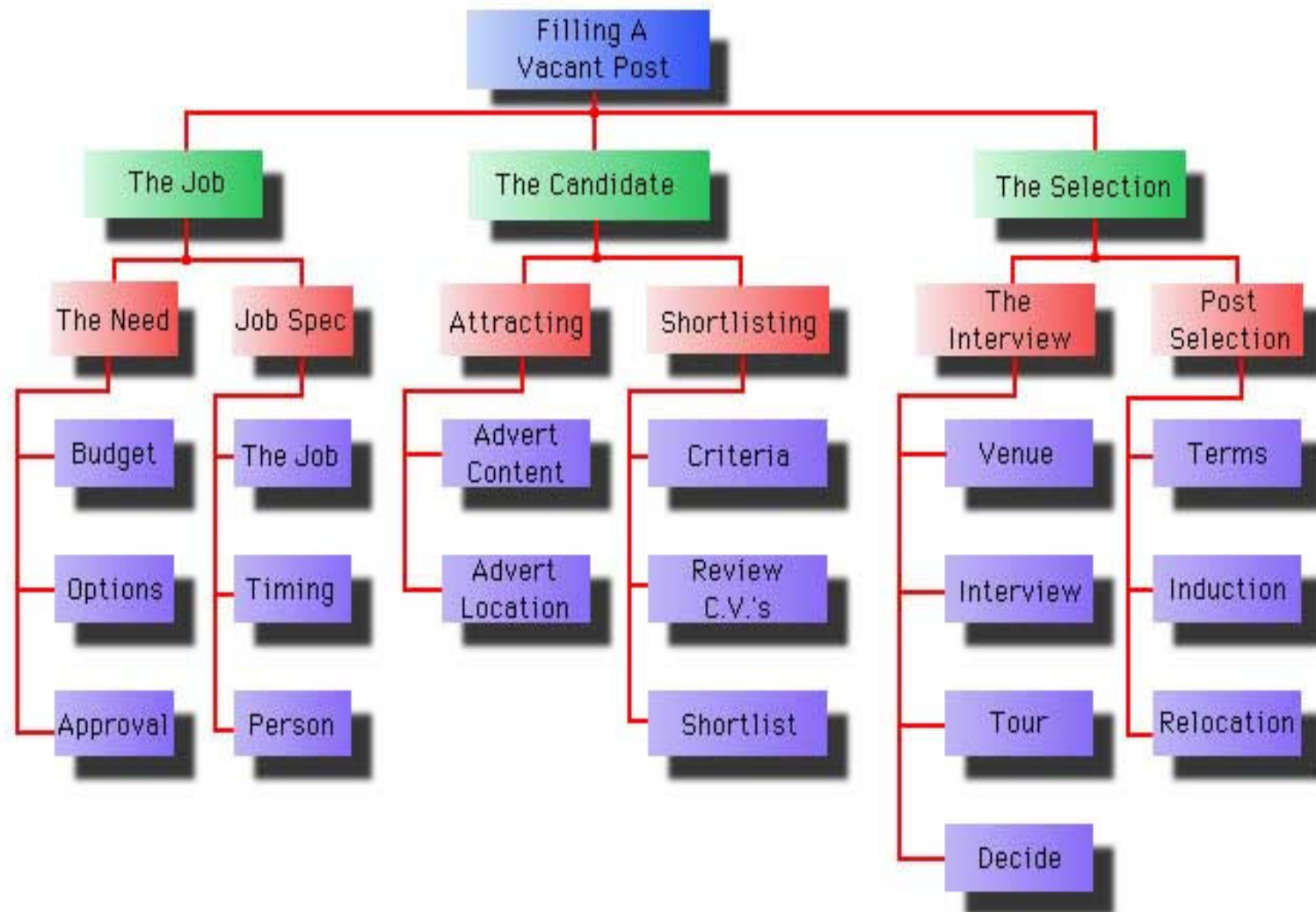
The WBS Should Be Deliverable-Oriented

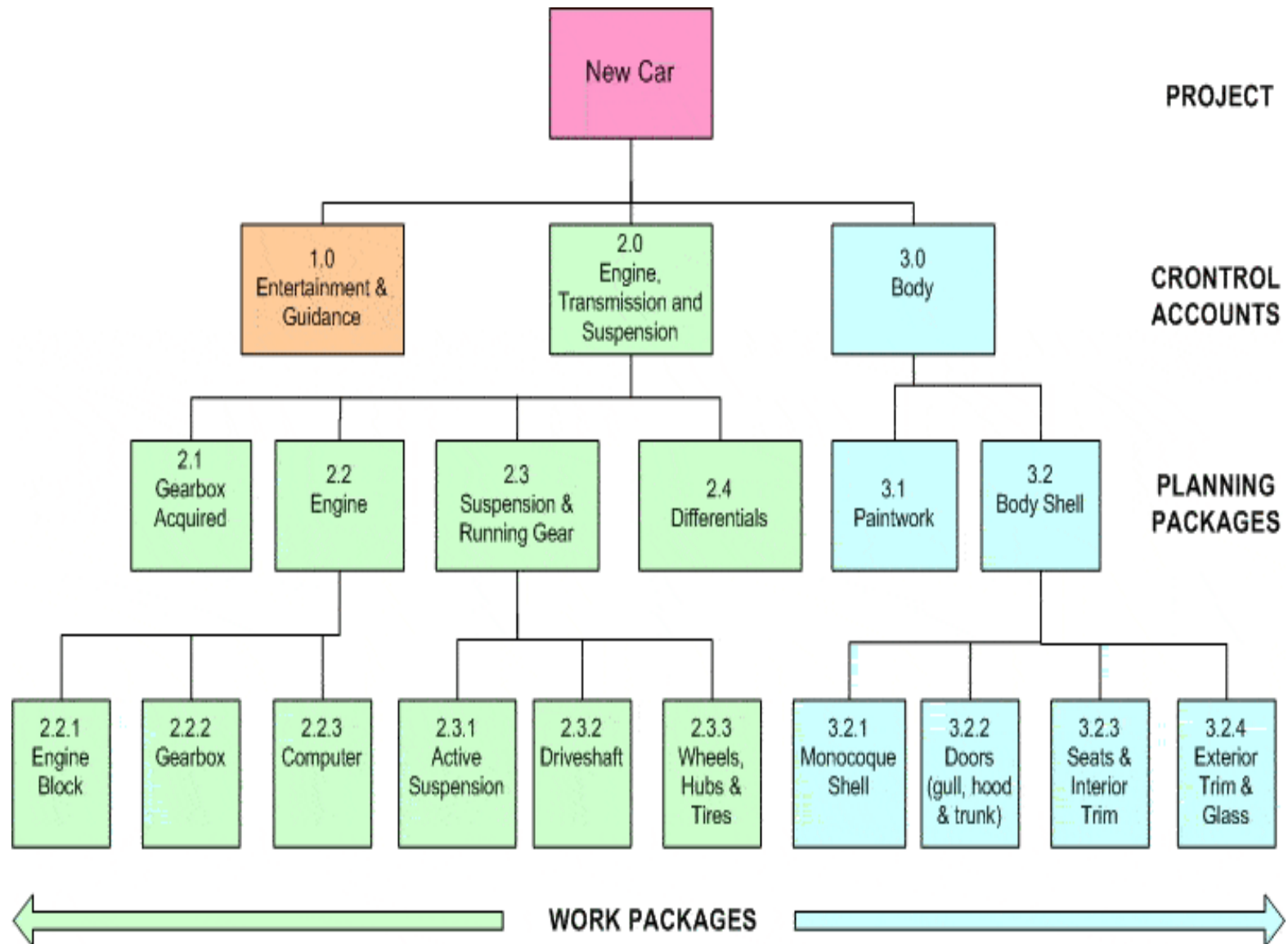
The Level of Detail Should Support Planning and Control

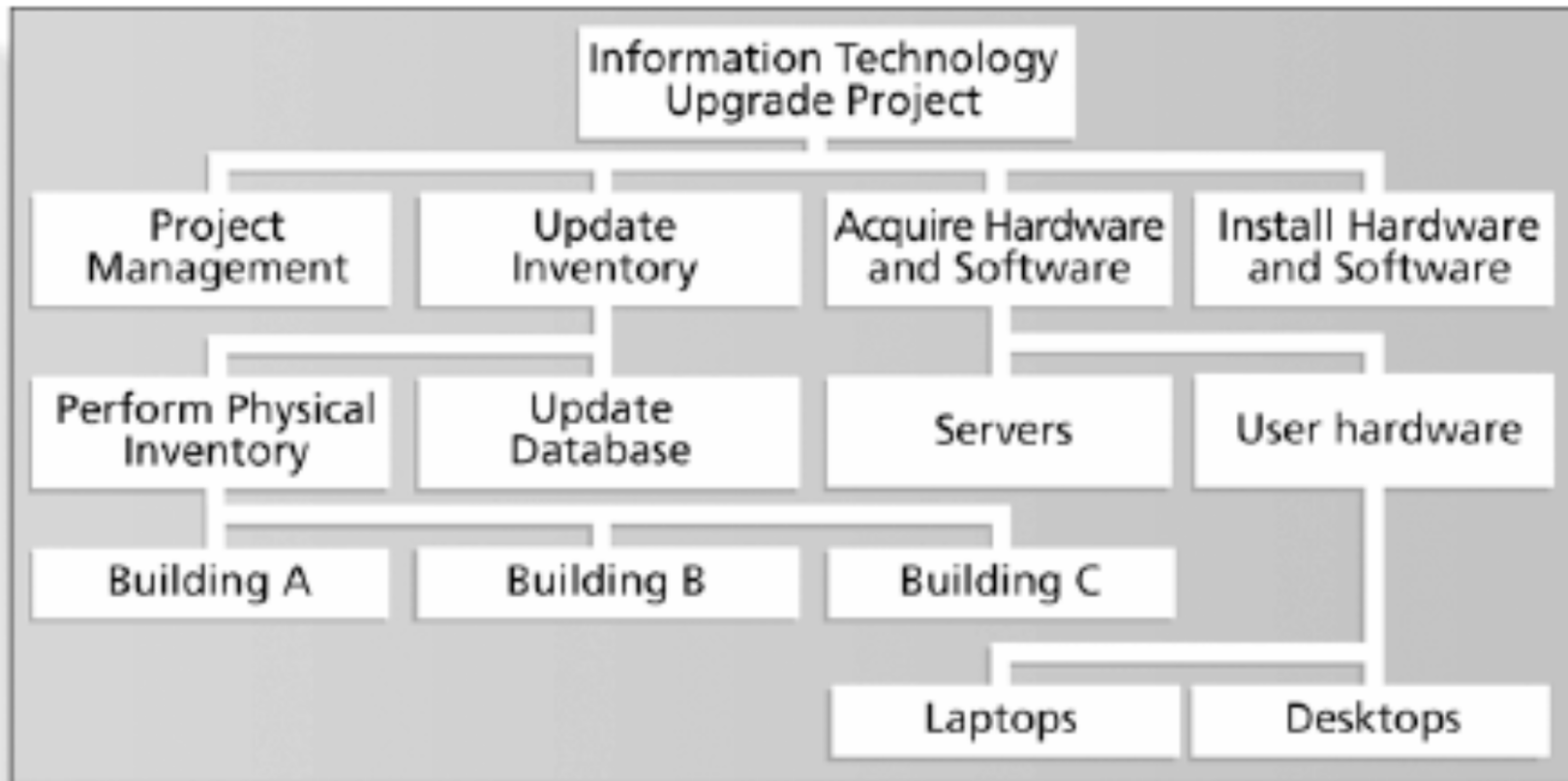
Developing the WBS Should Involve the People Who Will Be Doing the Work

Learning Cycles and Lessons Learned Can Support the Development of a WBS

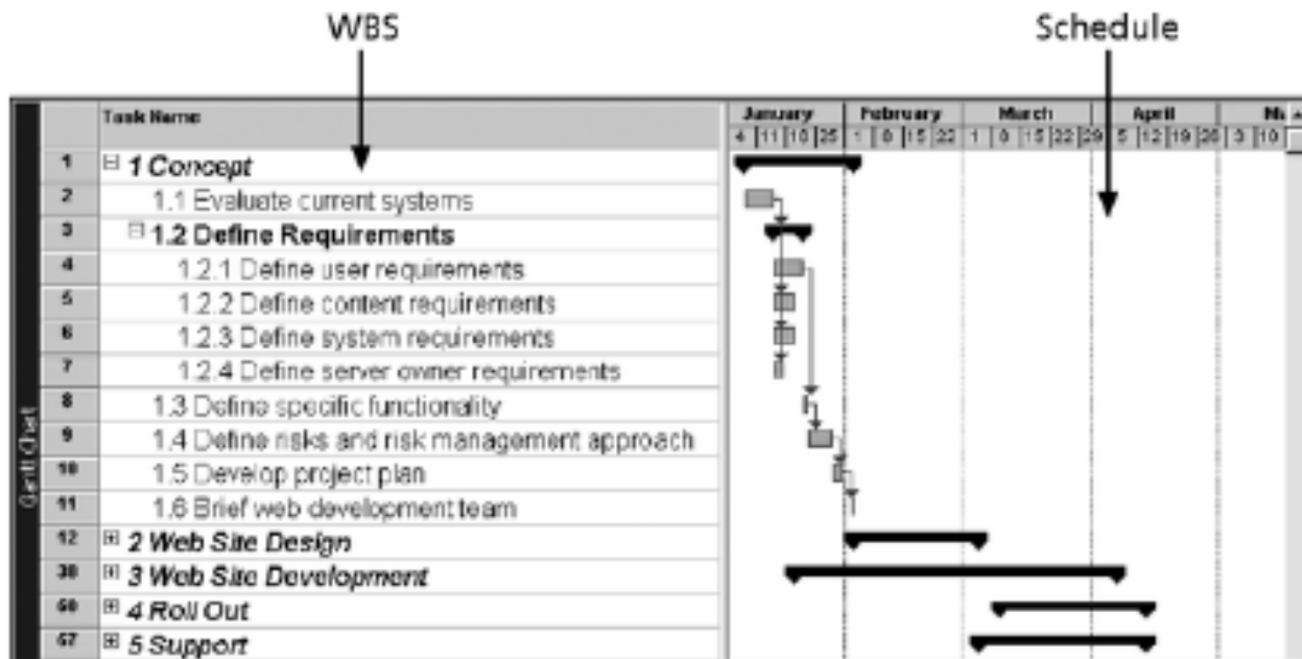




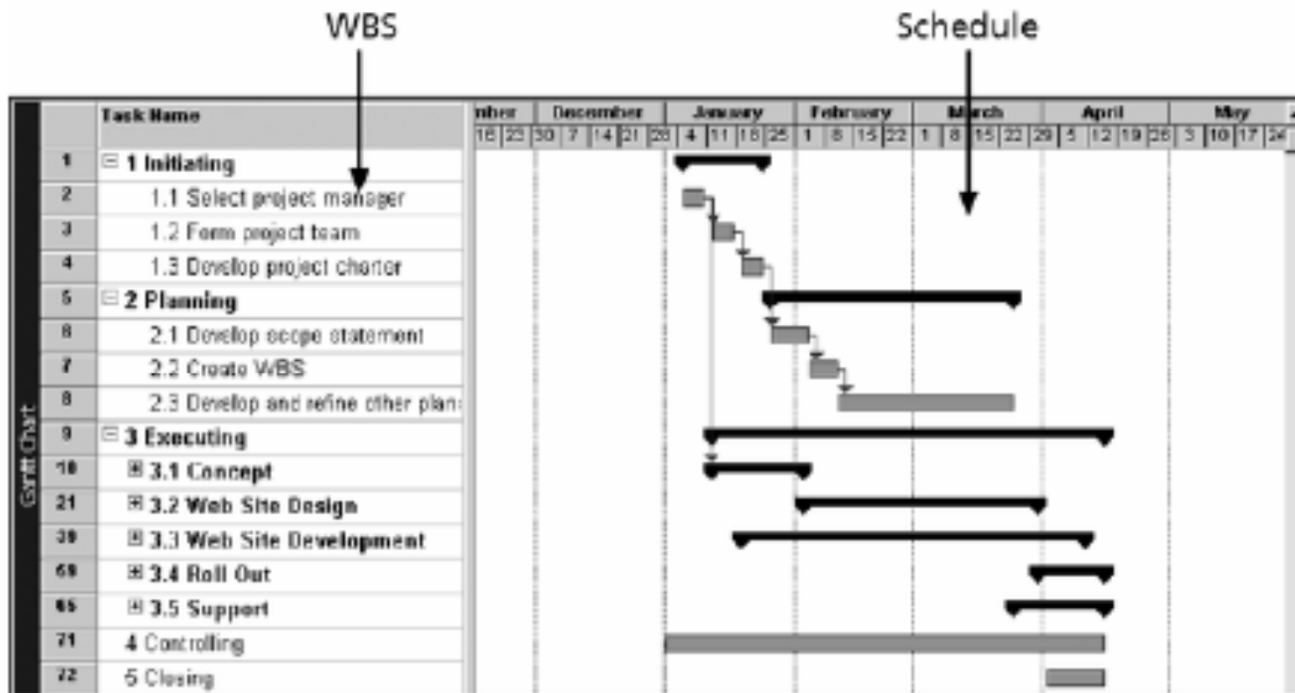




## WBS DAN GANTT CHART INTRANET



## GANTT CHART INTRANET: PROSES MANAJEMEN PROYEK





## KAMUS WBS DAN BASELINE LINGKUP

**Banyak pekerjaan dlm WBS yg hrs dijelaskan scr rinci shg orang tahu apa yg hrs dilakukan dan dpt memperkirakan berapa lama waktu dan biaya yang dibutuhkan utk menyelesaikan pekerjaan tsb.**

**Kamus WBS mrpk dokumen yg menjelaskan scr rinci mengenai setiap item dalam WBS**

**Pernyataan lingkup proyek dan WBS yg telah disetujui membentuk apa yg disebut baseline lingkup yg digunakan utk mengukur kinerja utk mencapai tujuan-tujuan lingkup proyek**

## MEMBUAT WBS DAN KAMUS WBS

**Sebuah pekerjaan hanya boleh muncul pd satu tempat dlm WBS**

**Pekerjaan yg tercakup dlm sebuah item WBS adl jumlahan item-item WBS dibawahnya**

**Sebuah item WBS mrpk tanggung jawab satu org individu meskipun bbrp org yg mengerjakannya**

**WBS hrs konsisten dgn cara aktual pekerjaan tsb dikerjakan**

**Anggota tim proyek hrs terlibat dlm pembuatan WBS shg menjamin konsistensi pelaksanaannya**

**Setiap item WBS hrs didokumentasikan dlm kamus WBS utk menjamin pengertian yg akurat ttg lingkup pekerjaan**

**WBS hrs fleksibel shg dpt mengakomodasi perubahan**

# PRACTICE

Silahkan duduk berkelompok, buatlah WBS untuk masing-masing kelompok anda di kertas, kumpulkan.

Tugas untuk minggu depan, untuk topic kelompok Anda:

Buat WBS dan Kamus WBS

Install Ms. Project



*selesai*