# Refined Work Breakdown Structure (WBS) for Boopas Bagel Deli

## 1. Inventory Management

### 1.1 Food Items Documentation

- 1.1.1 Catalog all food items with details

- 1.1.2 Develop a system for tracking expiration dates

### 1.2 Equipment and Supplies Documentation

- 1.2.1 Record equipment details and maintenance schedules

- 1.2.2 List all supplies with reorder levels

## 2. Production Scheduling

### 2.1 Production Plan Development

- 2.1.1 Create a daily production schedule template

- 2.1.2 Align production with inventory levels

### 2.2 Workflow Optimization

- 2.2.1 Analyze current production workflow for efficiency

- 2.2.2 Implement improvements to streamline production

## 3. Wholesale Process Management

### 3.1 Order System Setup

- 3.1.1 Establish a system for adding and tracking wholesale orders

- 3.1.2 Integrate order system with production scheduling

### 3.2 Client Management

- 3.2.1 Create a client database with order history

- 3.2.2 Develop a client communication plan

### 3.3 Delivery Scheduling

- 3.3.1 Design a delivery schedule aligned with production

- 3.3.2 Set up notifications for delivery status updates

## 4. Technology Utilization Training

### 4.1 E5 License Tools Training

- 4.1.1 Identify key features of E5 license tools relevant to the project

- 4.1.2 Schedule training sessions to learn tool usage

### 4.2 Process Automation

- 4.2.1 Explore automation options within E5 license capabilities

- 4.2.2 Implement automation for repetitive tasks

## 5. Project Monitoring and Timeline Management

### 5.1 Immediate Wholesale Delivery Preparation

- 5.1.1 Prioritize tasks critical for restarting wholesale deliveries

- 5.1.2 Ensure readiness for wholesale deliveries starting today

### 5.2 Draft Completion for Inventory and Production

- 5.2.1 Aim to complete drafts for inventory and production documentation within 5 days

### 5.3 Additional Documentation

- 5.3.1 Allocate an additional 3 days for refining and finalizing documentation