Work Breakdown Structure Template for Jadcup

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1. **Planning – Pre-User Epic Stage**
   1. Have Client Meeting
   2. Discover Requirements
      1. Functional
      2. Non-Functional
   3. Research Tech Stack
   4. Research Project Management Methodology
   5. Complete Project Proposal
      1. Terms of Reference
      2. Rationale for the project
      3. Objective and Scope
      4. Skills Analysis
      5. Team Roles
      6. Team Schedule for Part 1
      7. Project Management Methodology or Approach
      8. Risk and Issues Management
      9. Project Plan – Schedule & Milestone report
      10. Cost Estimate
      11. Disclaimer
   6. Project Proposal Presentation
2. **Post-Project Proposal – User Epic Stage**
   1. Upskill in chosen tech stack
   2. Turn scope & requirements into epic user stories
      1. Epic acceptance criteria
      2. Tech design
      3. Check user stories with client/mentor
   3. Break epics into tasks
      1. Subtask where necessary
      2. Acceptance criteria
      3. Moscow prioritization
      4. Story point sizing
3. **Development Stage**
   1. Sprints – timeline tbc
   2. Weekly planning
   3. Sprint reviews
   4. Retrospectives
4. **Sprint Planning**
   1. Delegate tasks
   2. Team members to take individual ownership of relevant work & tasks
   3. Plan any expected meetings
   4. If there aren’t enough tasks, plan to meet to turn scope/requirements into epics (refer to WBS 2: User Epic Stage)
5. **Sprint Reviews & Retrospectives**
   1. Review ways of working within the team
      1. Meetings
      2. Work velocity/expectations
      3. Team reviews
      4. Story point sizing
   2. Showcase tech development/design to the team where relevant
   3. Showcase features to the client/mentor