**New Hands On 2- WBS by Microsoft Project 2021**

Creating a **Work Breakdown Structure (WBS)** is a crucial step in project management, as it breaks down the entire project into smaller, manageable components or tasks. This helps in planning, organizing, and monitoring project progress. Below is a step-by-step process for creating a **WBS** for the **loan approval and rejection project** at the Central Bank of Bangladesh.

**Step-by-Step Process to Create a WBS in Microsoft Project 2021**

**Step 1: Open Microsoft Project**

1. **Launch Microsoft Project 2021**.
2. **Open your project file** (if you have already created the loan project) or start a new project.

**Step 2: Switch to the Gantt Chart View**

1. **Select the Gantt Chart View**:
   * Go to the **View tab** on the ribbon.
   * Click on **Gantt Chart** in the **Task Views** group. This view allows you to create and visualize tasks and their relationships.

**Step 3: Define the Project Title**

1. **Create a top-level task**:
   * In the **Task Name** column, type the project title: **"Loan Approval and Rejection Project"**.
   * This serves as the overall project identifier.
2. **Set this task as a summary task**:
   * Right-click the task, choose **Task Information**, and ensure the **Summary** checkbox is checked.

**Step 4: Identify Major Deliverables**

1. **Break down the project into major deliverables**:
   * Below the project title, list the main components (sub-tasks) that represent major phases or deliverables of the project:
     + **Project Initiation**
     + **Project Planning**
     + **Project Execution**
     + **Project Monitoring and Controlling**
     + **Project Closure**
2. **Enter each major deliverable** in the **Task Name** column, indenting each task to indicate it is a sub-task of the project title.
   * Use the **Indent Task** button in the ribbon (under the **Task tab**) or press **Alt + Shift + Right Arrow**.

**Step 5: Decompose Major Deliverables into Smaller Tasks**

1. **Break down each major deliverable** into smaller, manageable tasks:
   * **For Project Initiation**:
     + Identify Stakeholders
     + Develop Project Charter
     + Conduct Kick-off Meeting
   * **For Project Planning**:
     + Define Loan Approval Criteria
     + Develop Risk Management Plan
     + Create Project Schedule
     + Allocate Resources
   * **For Project Execution**:
     + Implement Loan Processing System
     + Train Staff on New Processes
     + Monitor Loan Applications
   * **For Project Monitoring and Controlling**:
     + Track Project Progress
     + Review Budget and Resources
     + Conduct Regular Team Meetings
   * **For Project Closure**:
     + Finalize Documentation
     + Conduct Lessons Learned Session
     + Close Contracts
2. **Enter each of these tasks** under their respective major deliverables in the **Task Name** column and indent them accordingly.

**Step 6: Define Task Duration and Dependencies (Optional)**

1. **Set durations for each task**:
   * In the **Duration** column, specify the estimated time required for each task (e.g., "5 days", "2 weeks").
2. **Define task dependencies** (if applicable):
   * Click on the **Predecessors** column to set dependencies between tasks (e.g., if "Conduct Kick-off Meeting" must occur before "Develop Project Charter").

**Step 7: Review the WBS Structure**

1. **Ensure that the WBS is clear and logical**:
   * Review the entire structure to make sure all tasks are properly broken down and that there are no missing components.
2. **Make adjustments** if necessary:
   * You can add or remove tasks, adjust durations, and revise dependencies based on team feedback.

**Step 8: Save the WBS**

1. **Save your project file** to ensure that all your WBS data is preserved.
   * Go to **File > Save As** and choose a location on your computer to save your project.

**Example of a WBS Structure**

Here’s a simple representation of what the WBS might look like:

| **Task Name** | **Duration** | **Predecessors** |
| --- | --- | --- |
| **Loan Approval and Rejection Project** |  |  |
| Project Initiation |  |  |
| Identify Stakeholders | 3 days |  |
| Develop Project Charter | 5 days |  |
| Conduct Kick-off Meeting | 1 day |  |
| Project Planning |  |  |
| Define Loan Approval Criteria | 4 days |  |
| Develop Risk Management Plan | 3 days |  |
| Create Project Schedule | 5 days |  |
| Allocate Resources | 2 days |  |
| Project Execution |  |  |
| Implement Loan Processing System | 10 days |  |
| Train Staff on New Processes | 5 days |  |
| Monitor Loan Applications | 15 days |  |
| Project Monitoring and Controlling |  |  |
| Track Project Progress | 5 days |  |
| Review Budget and Resources | 3 days |  |
| Conduct Regular Team Meetings | 2 days |  |
| Project Closure |  |  |
| Finalize Documentation | 4 days |  |
| Conduct Lessons Learned Session | 1 day |  |
| Close Contracts | 2 days |  |

By following these steps, you can create a detailed and organized **Work Breakdown Structure (WBS)** in Microsoft Project 2021 for the **loan approval and rejection project**. This WBS will serve as a roadmap for the project, facilitating better planning, resource allocation, and tracking of progress throughout the project lifecycle.