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Work Breakdown Structure

ActiveNet Trainer

Work Breakdown Structure:

# Project Title: **ActiveNet Trainer**

# Date Prepared: **Wednesday, April 06, 2016**

1. Initiate
   1. Establish Business Case
   2. Project Charter
   3. Initiation Gate with Steering Committee
2. Plan
   1. Project Management and Subsidiary Plans
   2. Project Scope
   3. Project Schedule
   4. Project Documents and Templates
   5. Identify Risks and Risk Management Plan.
   6. Project Planning Gate with Steering Committee
3. ActiveNet Webinar
   1. Review Provided Materials
   2. Determine eligibility for said materials
   3. Review Release notes for upcoming updates
4. Project Kick-Off
   1. Internal Project Kick-off
      1. Project team Kick-Off Meeting
      2. Stakeholders Kick-Off Meeting
   2. Conduct Procurement
   3. Submit Formal Application
5. Trainer Execution
   1. Identify City Practices
   2. Data Collection
      1. Modules used by staff
      2. Permissions that each user-type has
      3. Policies and Procedures (Internal Collection)
   3. Peer Review and Report
      1. Representatives submit feedback
      2. Feedback Analysis
6. Monitor Trainer
   1. Maintain Project Management Plan
   2. Manage Scope, Risks, and Budget
      1. Project Status reports
      2. Evaluate and Address Risks, if necessary
   3. Manage Procurement
      1. Verify Quality and Deliverables
      2. Manage Invoices (if applicable)
   4. Manage Resources
      1. Project Meetings
      2. Stakeholder Meetings
   5. Manage Quality
      1. Maintain Quality Checklists
      2. Review Data Quality
      3. Validate Data
   6. Readiness Meeting with Sponsor
      1. Internal readiness check
      2. Peer Review
      3. Prep Data and Presentation
   7. Steering Committee Meeting
7. Close-Out ActiveNet Trainer
   1. Steering Committee Meeting
   2. Create Post-Mortem
   3. Finalize
      1. Project Team Review
      2. Stakeholder Meeting