**WORK BREAKDOWN STRUCTURE**

**Project Title:** APWA Self-Assessment

**Date Prepared:** 04/1/2015

1. Initiate
   1. Establish Business Case
   2. Project Charter
   3. Initiation Gate with Steering Committee
2. Plan
   1. Project Management Plan & Subsidiary Plans
   2. Project Scope
   3. Project Schedule
   4. Project Budget
   5. Project Documents & Templates
   6. Identify Risks & Risk Management Plan
   7. Project Planning Gate with Steering Committee
3. 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
   4. Training by APWA for Project
4. Self-Assessment Execution
   1. Identify City Practices
   2. Data Collection
      1. Internal Collection
      2. APWA On-Site Visit
   3. Gap Analysis
      1. Gap Recommendations
      2. Data & Process Development
      3. New Data & Process Approval by Sponsor
   4. Peer Review and Report
   5. Data Input in APWA Self-Assessment Software
5. Monitor Self-Assessment
   1. Maintain Project Management Plan
   2. Manage Scope, Schedule, Budget
      1. Project Status Reports
      2. Evaluate/Address Risks
   3. Manage Procurement
      1. Manage Invoices
      2. Verify Quality & Deliverables
   4. Manage Resources
      1. Project Meetings
      2. Stakeholder Meetings
   5. Manage Quality
      1. Complete Check Sheets
      2. Data Quality Meetings
      3. Validate Data
   6. Readiness Meeting with Sponsor
      1. Internal Readiness Check
      2. Peer Review
      3. Prep Data & Presentation
   7. Steering Committee Meeting
6. Close-Out Self-Assessment
   1. Steering Committee Meeting
   2. Council Meeting
      1. Prep Agenda Bill
      2. Public Notice
      3. Prep Presentation
   3. Establish Accreditation Project
      1. Business Case
      2. Project Charter
   4. Internal Project Close-Out
      1. Project Team Party
      2. Stakeholder Meeting