WBS - Progressive Artistries
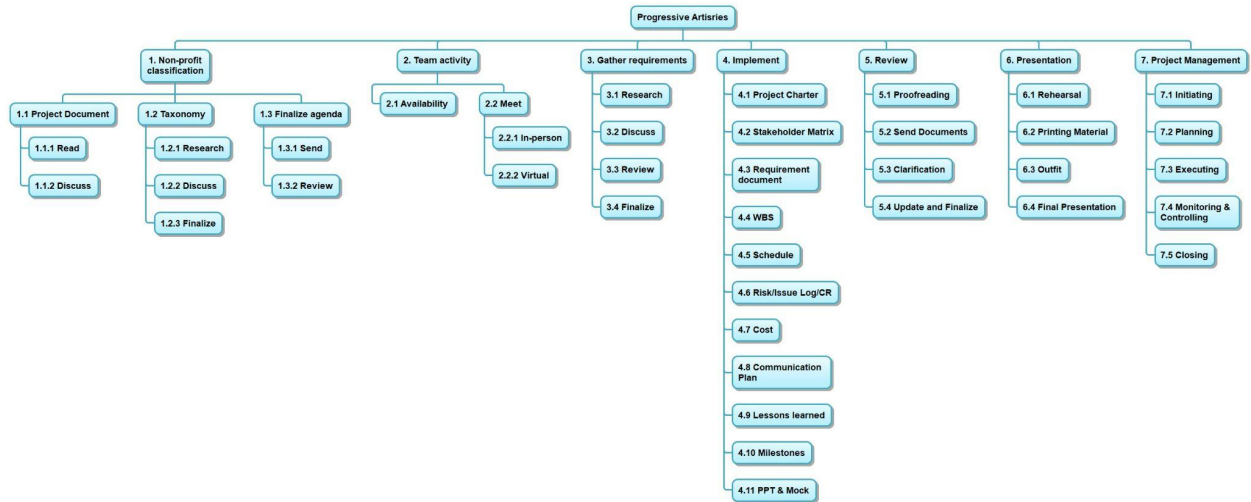
WBS Code	WBS Element	Description
1	**Non-Profit Classification**	
1.1	Project Document	Download Project Document
1.1.1	Read	Go through the project document given by Prof. Leon Herszon
1.1.2	Discussion	Talk over and study the document
1.2	Taxonomy	
1.2.1	Research	Analyze and explore different taxonomies
1.2.2	Discussion	Talk over and study the different taxonomies
1.2.3	Finalize	Once the discussion with other team members has been completed, finalize the Taxonomy for the non-profit organization
1.3	Finalize Agenda	
1.3.1	Send	Submit the finalized agenda to professor
1.3.2	Review	Asses and evaluate agenda
2	**Team Activity**	
2.1	Availability	Check for the availability of all the members
2.2	Meet	Decide where and how to conduct meetings
2.2.1	In-Person	As decided meet in person for weekly meetings
2.2.2	Virtual	As decided meet online/virtually for weekly meetings
3	**Gather Requirements**	
3.1	Research	Explore the given document, analyze requirements and tasks to perform towards project completion
3.2	Discussion	Talk through the selected taxonomy to move forward with documentation
3.3	Review	Analyze and gauge the selected topic
3.4	Finalize	Wind up with the required documents
4	**Implementation**	
4.1	Project Charter	Create a Project Charter document as specified
4.2	Stakeholder Matrix	Create a Stakeholder Matrix document as specified

4.3	Requirement Document	Create a Requirement document as specified
4.4	WBS	Create a WBS document as specified
4.5	Schedule	Create a Schedule document as specified
4.6	Risk / Issue Log /CR	Create a Risk / Issue Log /CR document as specified
4.7	Cost	Create a Cost document as specified
4.8	Communication Plan	Create a Communication Plan document as specified
4.9	Lesson Learnt	Document all the lessons learnt during different phases
4.10	Milestones	Document different milestones achieved during different phases
4.11	PPT & Mock	Prepare PPT and practice mock sessions
5	**Review**	
5.1	Proofreading	Read through all the documents and edit all the errors
5.2	Send Documents	Submit the documents to professor via email in pdf format
5.3	Clarifications	Clear all the doubts before finalizing
5.4	Update and Finalize	Make the necessary changes for finalzing the document
6	**Presentation**	
6.1	Rehearsal	Practice presentation based on given requirements
6.2	Printing Material	Print all the documents and make 2 copies
6.3	Outfit	Decide business formal outfits for the presentation
6.4	Final Presentation	Deliver presentation as planned
7	**Project Management**	
7.1	Initializing	Steps involved in Initializing
7.2	Planning	Steps involved in Planning
7.3	Executing	Steps involved in Executing
7.4	Monitoring & Controlling	Steps involved in Monitoring & Controlling
7.5	Closing	Steps involved in Closing