1.0 All-hands project				Level 1 Project level	Work breakdown structure (WBS)
1.1 Plan project	**2.1 Execute project**	**3.1 Close project**		**Level 2 Phase level**	**Hierarchical Breakout or decomposition of all project work. 3 Levels**
1.1.1 Manage venue	2.1.1 Prepare venue	3.1.1 Close meeting		Level 3 Work package level	**Critical for scope, schedule, and budget planning**
1.1.2 Develop transportation plan	2.1.2 Implement transportation plan I	3.1.2 Close-out venue			Code of account identifier numbering
1.1.3 Develop catering plan	2.1.3 Implement catering plan	3.1.3 Implement transportation plan II			Action-result
1.1.4 Manage speakers	2.1.4 Welcome speakers	3.1.4 Solicit feedback			**Blank template provided for lab**
1.1.5 Develop AV plan	2.1.5 Verify AV	3.1.5 Conduct lessons learned			
1.1.6 Develop/approve agenda & plan	2.1.6 Implement event				