	1.0 Implement Communications Training Workshop			Level 1 Project Level	
1.1 Plan the Course	2.1 Implement Course	3.1 Follow-Up Activities		Level 2 Phase Level	
1.1.1 Define Training Objectives	2.1.1 Perform Course Walk Through	3.1.1 Solicit and Analyze Attendee Feedback		Level 3 Work Package Level	
1.1.2 Identify Subject Matter Experts (SME)	2.1.2 validate Beta Course Preparations	3.1.2 Update Course Materials			
1.1.3 Manage Logistics	2.1.3 Schedule COO Introduction	3.1.3 Confirm Schedule for Classes 2-4			
1.1.4 Develop and Share Training Roster	2.1.4 Distribute Course Materials	3.1.4 Hand Off Course Management			
1.1.5 Prepare Course Materials	2.1.5 Ready Venue and Conduct Course	3.1.5 Conduct Lessons Learned			
1.1.6 Develop Course Transition Plan	2.1.6 Solicit Feedback	3.1.6 Determine Next Steps			
1.1.7 Approve Project Plan	2.1.7 Close Out Venue				

Work Breakdown Structure (WBS)

Hierarchical Breakout or decomposition of all project work. 3 Levels

Critical for scope, schedule, and budget planning

Code of Account Identifier
Numbering

Action-Result

Blank Template Provided for Lab