

## Work Breakdown Structure (WBS)

**Project Title: Improved EECF Website Launch**

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WBS Code	Task Name
<b>1</b>	<b>Analysis, Outreach &amp; Approval</b>
1.1	Internal Stakeholder Requirements Summary
1.2	External Stakeholder Feedback Report
1.3	Existing Website Audit
1.4	Information Gap Analysis
1.5	Service Provider Interviews Summary
1.6	External Client Feedback Report
1.7	Venue Data Collection
1.7.1	Most Requested Venues Report
1.7.2	Venue Capacity Matrix
1.7.3	Setup Configuration Summary
1.7.4	Availability Calendar
1.8	Final Requirements Document
1.9	Sponsor Approval Form
<b>2</b>	<b>Content &amp; Media Preparation</b>
2.1	Brand Design Kit
2.1.1	Color Scheme
2.1.2	Font Set
2.1.3	Logo Assets
2.2	Venue Photography
2.2.1	Photographer Scheduling
2.2.2	Venue Photo Gallery (with common setup)
2.3	Service Provider Information Packet
2.4	Updated Website Content
2.4.1	Service Descriptions
2.4.2	Inquiry Submission Instructions
2.5	Branding and Compliance Review Submission
<b>3</b>	<b>Website Design &amp; Development</b>
3.1	Website Architecture Blueprint
3.2	Front-End Interface
3.2.1	Navigation System
3.2.2	Home Page
3.2.3	Venue Details Page
3.2.4	Inquiry Form Page
3.3	Back-End Functionality

3.3.1	Submission Form Integration
3.3.2	CMS Implementation
3.4	Content & Media Integration
3.5	Internal Design Review (IT & Marketing)
<b>4</b>	<b>Testing &amp; Launch</b>
4.1	Internal Quality Assurance Report
4.2	Stakeholder Testing Summary
4.3	Bug & Issue Log
4.4	Final Review & Approval
4.5	Public Website Launch
<b>5</b>	<b>Post-Launch Evaluation</b>
5.1	Website Performance Report
5.1.1	Site Traffic Analytics
5.1.2	Page Load Time Report
5.1.3	Mobile Responsiveness Test
5.1.4	Core Web Vitals Score
5.2	User Satisfaction Survey Results
5.3	Final Project Report
5.4	Lessons Learned Summary