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|  |
| Work Breakdown Structure |
| [Insert Project Name Here] |

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| Type Author Name Here  Last Updated: Month day, Year |

# Introduction

The Work Breakdown Structure (WBS) is a view into the project showing the work packages. It is a tool which helps to easily communicate the work and processes involved to execute the project. The Project Manager and project team use the WBS to develop the project schedule, resource requirements and costs. There are many ways a WBS can be presented. This can be customized based on the project need. The Work Breakdown Structure presented here represents all the work required to complete this project.

A feneral rule for developing WBS is the 8 to 80 rule (where the WBS is broken down to where a work package contains between 8 and 80 hours of work to complete).

The WBS for this project will be more aligned with the System Development Life Cycle ***(SDLC)*** rather than focusing on the project management process groups. This WBS will help the team to understand the overall picture of what is going to happen next, without having to be familiar with the project management processes.

# Work Breakdown Structure

# WBS Dictionary

| **WBS Id** | **WBS Name** | **Include (Completion Criteria)** | **Complexity** | **Estimated Effort** | **Dependency** | **Owner** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.0 | **Initiation** |  |  |  |  |  |
| 1.1 | Business case | Business case documented | Low | 16hrs | None | Name |
| 1.2 | Evaluation & Recommendation | Case is fully evaluated by HRMS management team | Low | 8hrs | 1.1 | Name |
| 1.3 | Project Charter | Charter signed written and approved | Medium | 16hrs | 1.2 | Name |
| 1.4 | Project Management Planning | Includes the scope management plan, time management plan, Risk management plan, HR Plan | High | 70hrs | 1.3, 2.3 | Name |
| 1.5 | Project Schedule | Activities/Task identified dependencies identified, dates and resources allocated. | Medium/ High | 16hrs | 1.4, 2.3, 3.0 | Name |
| 2.0 | **Requirement & Analysis** |  |  |  |  |  |
| 2.1 | *Gather Issue/Concern* | Publish survey, one on one conversation, presentations to staff, collecting feedback. All issues and concerns are compiled. |  |  |  |  |
| 2.1.1 | Survey result | Publish and categorize survey | Medium | 16hrs | None | Name |
| 2.1.2 | Analyze the RT queues | RT queues are compiled and categorized. | Medium | 16hrs | None | Name |
| 2.1.3 | analyze help emails | Emails categorized and compiled. | Medium | 7hrs | None | Name |
| 2.1.4 | Presentation | Feedbacks from presentations are compiled. | Medium | 7hrs | None | Name |
| 2.1.5 | Investigate the other systems | Look at how other institutions have delivered functionality | Medium | 4hrs | None | Name |
| 2.2 | *Focus Group* |  |  |  |  |  |
| 2.2.1 | Selection of focus group | Analyze volunteers and send targeted emails to get representative sample of managers and employee | Medium | 4hrs | 2.1.1, 2.1.4 | Name |
| 2.2.2 | Kick off | Introduce project to focus group, results to date | Medium | 12hrs | 2.2.1 | Name |
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