

ID	WBS SAMPLE PROJECT
1	<b>1 Initiation</b>
2	<b>1.1 Stakeholder Identification</b>
3	1.1.1 Get contact information
4	<b>1.2 Create Project Charter &amp; Preliminary Scope Document</b>
5	1.2.1 Develop charter and scope
6	1.2.2 Charter and scope approval
7	<b>1.3 Feasibility Testing</b>
8	1.3.1 Get testing procedures and results in place
9	<b>1.4 Documentation</b>
10	1.4.1 Document all project beginnings and ideas
11	<b>2 Planning</b>
12	<b>2.1 Manage the Planning Meeting</b>
13	2.1.1 Schedule the meeting
14	2.1.2 Coordinate the main points and thought process of the meeting
15	<b>2.2 Identify stakeholders to review project objectives</b>
16	2.2.1 Schedule stakeholder meeting
17	2.2.2 Get opinions of stakeholders
18	<b>2.3 Create WBS</b>
19	2.3.1 Put WBS template in order
20	2.3.2 Customize WBS for specific project plans
21	2.3.3 Identify sublevels and work packages for WBS
22	<b>2.4 Cost Management Plan and Cost Estimates</b>
23	2.4.1 Draft Gantt chart
24	2.4.2 Final Gantt chart
25	2.4.3 Get final quote
26	2.4.4 Approve costs
27	<b>2.5 Create Project Schedule Timeline</b>
28	2.5.1 Task resources
29	2.5.2 Task durations
30	<b>2.6 Create Communication Plan</b>
31	2.6.1 Collects contacts
32	2.6.2 Establish contact via email or phone
33	<b>2.7 Create Quality Plan</b>
34	2.7.1 Provide documentation of project quality expectations
35	2.7.2 Set quality roles and responsibilities
36	2.7.3 Schedule quality assessment check ups
37	<b>2.8 Develop Project Management Plan</b>
38	2.8.1 Conjugate a list of contacts for the projects
39	2.8.2 Assign team leader
40	<b>2.9 Plan Scope Management</b>
41	2.9.1 Schedule checkup meetings with the stakeholders and customer
42	<b>2.10 Collect Requirements</b>
43	2.10.1 Assess WBS

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44	2.10.2 Look at sublevels and workpackages
45	<b>2.11 Define Scope</b>
46	2.11.1 Assess business objectives
47	2.11.2 Identify deliverables
48	2.11.3 Assess constraints
49	2.11.4 Set Assumptions
50	<b>2.12 Sequence Activities</b>
51	2.12.1 Calculate dependency and integra
52	2.12.2 Create network diagram
53	<b>2.13 Request Quotations for Materials</b>
54	2.13.1 Get final quotations and cost
55	2.13.2 Approve costs
56	<b>3 Executing</b>
57	<b>3.1 Purchase the Hardware System</b>
58	3.1.1 Research system options
59	3.1.2 Request quote and costs
60	3.1.3 Purchase system
61	3.1.4 Purchase furniture
62	<b>3.2 Transfer Previous Data</b>
63	3.2.1 Purchase storage software
64	<b>3.3 Install Hardware and Software System</b>
65	3.3.1 Clear old work spaces
66	3.3.2 Implement new work spaces and set up furniture/cables
67	3.3.3 Configure PCs
68	3.3.4 Install software applications
69	<b>3.4 Implement Hardware and Software Upgrades</b>
70	3.4.1 Implement automated software update software
71	<b>3.5 Test the Upgrades</b>
72	3.5.1 Run all test
73	3.5.2 Check results
74	3.5.3 Fix any issues
75	<b>3.6 Test Hardware and Software</b>
76	3.6.1 Run all tests
77	3.6.2 See results
78	3.6.3 Fix any issues
79	<b>3.7 Training for the hardware and software</b>
80	3.7.1 Conduct all training programs
81	3.7.2 Provide proof of passing training programs
82	<b>3.8 Assess Software and Employee Performance</b>
83	3.8.1 Implement user survey
84	<b>3.9 Backup the Information on the Computers (Cloud)</b>
85	3.9.1 Purchase cloud storage software
86	3.9.2 Implement cloud software system

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87	3.9.3 Test cloud storage system
88	3.9.4 Place all old information in the cloud software storage system
89	<b>3.10 Test Machines for Bugs and Test Network</b>
90	3.10.1 Run all necessary test
91	3.10.2 See results
92	3.10.3 Fix any issues
93	<b>4 Monitor &amp; Controlling</b>
94	<b>4.1 Project Management Plan Updates</b>
95	4.1.1 Check for any updates
96	<b>4.2 Updating Security Measures</b>
97	4.2.1 Make sure all security procedures, plans, and necessary equipment is up to date
98	<b>4.3 Schedule Forecasting</b>
99	4.3.1 Make appointed time
100	<b>4.4 Implement Communication Plan</b>
101	4.4.1 Execute communication plan with new rules and regulations
102	<b>4.5 Implement Quality Plan</b>
103	4.5.1 Implement quality system
104	4.5.2 Ensure quality system is running smoothly
105	<b>5 Closing</b>
106	<b>5.1 Project Documents Updates</b>
107	5.1.1 Schedule meeting with team
108	5.1.2 Collect team member feedback before the meeting
109	<b>5.2 Final Project Report</b>
110	5.2.1 Document deliverables
111	5.2.2 Final project report
112	<b>5.3 Final Project Presentation</b>
113	5.3.1 Have all relative information and feedback in presentation
114	5.3.2 Give presentation
115	<b>5.4 Lessons Learned Meeting</b>
116	5.4.1 Collect team member feedback before the meeting
117	5.4.2 Schedule meeting the team
118	5.4.3 Assess what went well
119	5.4.4 Assess what we could have been doing differently to improve
120	<b>5.5 Lessons Learned Publish Report</b>
121	5.5.1 Collect and publish results of the lessons learned meeting
122	5.5.2 Use for documentation for future projects
123	<b>5.6 Review Contracts and Documents</b>
124	5.6.1 Set up meeting with the team and stakeholders
125	5.6.2 Have contracts and documents ready to be signed
126	<b>5.7 Stakeholder &amp; Client Sign-Off</b>
127	5.7.1 Schedule meeting with stakeholders
128	5.7.2 Get contracts and documents signed

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129	<b>5.8 Close Out Meeting</b>
130	5.8.1 Schedule close out meeting time
131	5.8.2 Carry out meeting to complete the project