

**FIGURE 1**

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### Work Breakdown Structure

#### Sample Planning Document

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Develop a Work Breakdown Structure (WBS) to ensure that you do not overlook a significant part of a complex activity or underestimate the time and money needed to complete the work. Use multiple pages as needed.

##### DESCRIBE THE OVERALL PROJECT:

The overall project will migrate 3 web servers and 2 databases to a new physical data center. The project requires that 5 new servers be provisioned in the new data center: these servers will mirror the production servers existing in the old data center. The new servers will be built to the same specifications as the old ones; they will run the same applications and have the same content. Once implemented, the new equipment will be tested to confirm functionality. The sites will have a cutover and “go live” date. Finally, the old equipment will be decommissioned and reabsorbed into inventory.

##### MAJOR TASK

Obtain equipment.

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##### Level 1 Subtasks

Purchase 3 web servers and 2 databases.

Ship equipment to new data center.

(continued)

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## Managing Projects

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### Level 2 Subtasks

*Cut P.O. and order servers.*

*Alert data center that equipment is slated for arrival.*

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### Subtask Duration

*7 days*

### MAJOR TASK

*Provision and implement equipment.*

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### Level 1 Subtasks

*Physically install hardware.*

*Load operating systems.*

*Load applications.*

*Mirror content to new servers.*

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### Level 2 Subtasks

*Rack and cable new equipment in data center and ensure physical and network connectivity.*

*Load base-level operating systems for web and database servers.*

*Load application-level software, including web server software, database applications, and any required dependencies.*

*Copy configurations from production sites, transfer to new servers, and load appropriately.*

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### Subtask Duration

*8 days*

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## Planning Your Project

### MAJOR TASK

Test equipment.

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#### Level 1 Subtasks

Test machines.

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#### Level 2 Subtasks

Ensure network connectivity, as well as web and database access functionality and integrity.

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#### Subtask Duration

2 days

### MAJOR TASK

Go live with new equipment.

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#### Level 1 Subtasks

Cut over to new production site.

Check data and content integrity.

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#### Level 2 Subtasks

Switch web and database access to new sites.

Run a series of predetermined tests to ensure that data is accurate and that any updates since mirroring have been captured and applied as necessary.

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#### Subtask Duration

2 days

(continued)

## Managing Projects

### MAJOR TASK

*Test again.*

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#### Level 1 Subtasks

*Let sites burn in for 24 hours and check integrity once again.*

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#### Level 2 Subtasks

*Run series of tests once more to ensure that updates and logging are functioning correctly.*

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#### Subtask Duration

*1 day*

### MAJOR TASK

*Decommission old equipment.*

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#### Level 1 Subtasks

*Remove equipment from data center.*

*Reabsorb equipment for future use.*

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#### Level 2 Subtasks

*De-install equipment; erase software and content.*

*Ship equipment back to inventory.*

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#### Subtask Duration

*2 days*

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