**Work Breakdown Structure**

**(WBS)**

**ONLINE SHOPPING**

# Outline View

1. Online shopping
   1. Initiation
      1. Develop Project Charter
      2. Submit Project Charter
      3. Project Charter Approved
      4. Set up office
   2. Planning
      1. Create Preliminary Scope Statement
      2. Determine Project Team
      3. Project Team Kickoff Meeting
      4. Develop Project Plan
      5. Submit Project Plan
      6. Project Plan Approved
   3. Execution
      1. Project Handover Meeting
      2. Develop Software Requirement Specification
      3. Verify & Validate Software Requirement Specification
      4. SRS Approved
      5. Design System
      6. Design database
      7. Design UI/layout
      8. Design Approved
      9. Procure Hardware/Software
      10. Coding function
      11. Unit Test
      12. Test plan
      13. Integration test
      14. System test
      15. Deploy Server
      16. User Training
      17. Go Live: Put project to realistic environment, Delivery
   4. Control
      1. Organize/Human resource management
      2. Finance management
      3. Process management
      4. Strategy management
      5. Product management
      6. Project Status Meetings
      7. Minutes of Meetings
      8. Risk Management: overfund, delay progress, lack of skills and experience
   5. Closeout
      1. Closeout meeting
      2. Document Lessons Learned
      3. Update Files/Records
      4. Gain Formal Acceptance
      5. Archive Files/Documents

**WBS Dictionary**

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 1 | Online shopping | All work to implement an online shopping website |
| 2 | 1.1 | Initiation | The work to initiate the project. |
| 3 | 1.1.1 | Develop Project Charter | Project Manager to develop the Project Charter. |
| 3 | 1.1.2 | Submit Project Charter | Project Charter is delivered to the Sponsor |
| 3 | 1.1.3 | Project Charter Approved | Sponsor approves the Project Charter which authorizes the Project Manager to move to the Planning Process. |
| 2 | 1.2 | Planning | The work for the planning process for the project. |
| 3 | 1.2.1 | Create Preliminary Scope Statement | Project Manager creates a Preliminary Scope Statement. |
| 3 | 1.2.2 | Determine Project Team | Project Manager determines the project team and requests the resources. |
| 3 | 1.2.3 | Project Team Kickoff Meeting | Project Manager announces the establishment and descripts of the project |
| 3 | 1.2.4 | Develop Project Plan | Under the direction of the Project Manager the team develops the project plan. |
| 3 | 1.2.5 | Submit Project Plan | Project Manager submits the project plan for approval. |
| 3 | 1.2.6 | Project Plan Approved | The project plan is approved and the Project Manager has permission to proceed to execute the project according to the project plan. |
| 2 | 1.3 | Execution | Work involved to execute the project. |
| 3 | 1.3.1 | Project Handover Meeting | Project Manager conducts a formal kick off meeting with the project team |
|  | 1.3.2 | Develop Software Requirement Specification |  |
| 3 | 1.3.3 | Verify & Validate Software Requirement Specification | The original SRS is reviewed by the Project Manager and team, then validated with the users. This is where additional clarification may be needed. |
| 3 | 1.3.4 | SRS Approved | SRS is approved to move to design stage |
| 3 | 1.3.5 | Design System | The technical resources design the online shopping website |
| 3 | 1.3.6 | Design Database | Design database based on Business case, choose Database Management System |
| 3 | 1.3.7 | Design UI/layout | Design mockup and user interface |
| 3 | 1.3.8 | Design Approved | All designs are approved, move to the next stage |
| 3 | 1.3.9 | Procure Hardware/Software | The procurement of all hardware, software and facility needs for the project. |
| 3 | 1.3.10 | Coding function | Team installs a development system for testing and customizations of user interfaces. |
| 3 | 1.3.15 | Deploy Server | Source code is deploy into server, make sure code is running smoothly and good traffic |
| 3 | 1.3.16 | User Training | All users are provided with a two hours training class. Team members collect users reviews |
| 3 | 1.3.17 | Go Live | System goes live with all users. |
| 2 | 1.4 | Control | The work involved for the control process of the project. |
| 3 | 1.4.1 | Organize/Human Resource Management | Overall project management for the project. |
| 3 | 1.4.2 | Finance Management | ensure funding issues and costs incurred |
| 3 | 1.4.3 | Process Management | ensure the progress of the project, take measures to promptly treatment if delayed |
| 3 | 1.4.4 | Strategy Management | ensure effective strategic and the right direction |
| 3 | 1.4.5 | Product Management | Product quality, reliability assurance |
| 3 | 1.4.6 | Project Status Meetings | Weekly team status meetings. |
| 3 | 1.4.7 | Minute of Meetings | Save the content of all the meetings |
| 3 | 1.4.8 | Risk Management | Risk management efforts as defined in the Risk Management Plan. |
| 2 | 1.5 | Closeout | The work to close-out the project. |
| 3 | 1.5.1 | Closeout meeting | Hold a meeting to close the project |
| 3 | 1.5.2 | Document Lessons Learned | Project Manager along with the project team performs a lessons learned meeting and documents the lessons learned for the project. |
| 3 | 1.5.3 | Update Files/Records | All files and records are updated to reflect the widget management system. |
| 3 | 1.5.4 | Gain Formal Acceptance | Sponsor formally accepts the project by signing the acceptance document included in the project plan. |
| 3 | 1.5.5 | Archive Files/Documents | All project related files and documents are formally archived. |