**Work Breakdown Structure**

**(WBS)**

**ONLINE SHOPPING**

# Outline View

1. Online shopping
   1. Initiation
      1. Develop Project Charter
      2. Submit Project Charter
      3. *Milestone*: Project Charter Approved
   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. *Milestone*: Project Plan Approved
   3. Execution
      1. Project Handover Meeting
      2. Procure Hardware/Software
      3. Develop Software Requirement Specification
      4. Verify & Validate Software Requirement Specification
      5. *Milestone*: SRS Approved
      6. Design System
      7. Design Database
      8. Design UI/layout
      9. *Milestone*: Design Approved
      10. Coding Function
      11. *Milestone*: Coding Complete
      12. Unit Test
      13. Test Plan
      14. Integration Test
      15. System Test
      16. *Milestone:* Test Phase Complete
      17. Deploy Server
      18. User Training
      19. Go Live: Put project to realistic environment
      20. *Milestone:*  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 |
| 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. |
| 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 |
| 3 | 1.3.2 | Procure Hardware/Software | The procurement of all hardware, software and facility needs for the project. |
|  | 1.3.3 | Develop Software Requirement Specification | Describing the software system to be developed, layout functional and non-functional requirements, include a set of use cases that describe user interactions that the software must provide |
| 3 | 1.3.4 | 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 | 1.3.6 | Design System | The technical resources design the online shopping website |
| 3 | 1.3.7 | Design Database | Design database based on Business case, choose Database Management System |
| 3 | 1.3.8 | Design UI/layout | Design mockup and user interface |
| 3 | 1.3.10 | Coding function | Team installs a development system for testing and customizations of user interfaces. |
| 3 | 1.3.17 | Deploy Server | Source code is deploy into server, make sure code is running smoothly and good traffic |
| 3 | 1.3.18 | User Training | All users are provided with a two hours training class. Team members collect users reviews |
| 3 | 1.3.19 | 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. |