**Work Breakdown Structure**

**(WBS)**

**ONLINE SHOPPING**

# Outline View

1. Online shopping
   1. Initiation
      1. Evaluation & Recommendations
      2. Develop Project Charter
      3. Submit Project Charter
      4. 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 Approval
   3. Execution
      1. Project Kickoff Meeting
      2. Verify & Validate User Requirements
      3. Design System
      4. Procure Hardware/Software
      5. Install Development System
      6. Testing Phase
      7. Install Live System
      8. User Training
      9. Go Live
   4. Control
      1. Project Management
      2. Project Status Meetings
      3. Risk Management
      4. Update Project Management Plan
   5. Closeout
      1. Document Lessons Learned
      2. Update Files/Records
      3. Gain Formal Acceptance
      4. 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 | Evaluation & Recommendations | Working group to evaluate solution sets and make recommendations. |
| 3 | 1.1.2 | Develop Project Charter | Group Leader to develop the Project Charter. |
| 3 | 1.1.3 | Submit Project Charter | Project Charter is delivered to the Lecture |
| 3 | 1.1.4 | Project Charter Approved | Lecture approves the Project Charter which authorizes the Group Leader 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 | Group Leader creates a Preliminary Scope Statement. |
| 3 | 1.2.2 | Determine Project Team | Group Leader determines the project team and requests the resources. |
| 3 | 1.2.3 | Project Team Kickoff Meeting | The planning process is officially started with a project kickoff meeting which includes the Group Leader and Team members |
| 3 | 1.2.4 | Develop Project Plan | Under the direction of the Group Leader the team develops the project plan. |
| 3 | 1.2.5 | Submit Project Plan | Group Leader submits the project plan for approval. |
| 3 | 1.2.6 | Milestone: Project Plan Approval | The project plan is approved and the Group Leader 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 Kickoff Meeting | Group Leader conducts a formal kick off meeting with the project team |
| 3 | 1.3.2 | Verify & Validate User Requirements | The original user requirements is reviewed by the Group Leader and team, then validated with the users. This is where additional clarification may be needed. |
| 3 | 1.3.3 | Design System | The technical resources design the online shopping website |
| 3 | 1.3.4 | Procure Hardware/Software | The procurement of all hardware, software and facility needs for the project. |
| 3 | 1.3.5 | Install Development System | Team installs a development system for testing and customizations of user interfaces. |
| 3 | 1.3.6 | Testing Phase | The system is tested with a select set of users. |
| 3 | 1.3.7 | Install Live System | The actual system is installed and configured. |
| 3 | 1.3.8 | User Training | All users are provided with a two hours training class. Team members collect users reviews |
| 3 | 1.3.9 | 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 | Project Management | Overall project management for the project. |
| 3 | 1.4.2 | Project Status Meetings | Weekly team status meetings. |
| 3 | 1.4.3 | Risk Management | Risk management efforts as defined in the Risk Management Plan. |
| 3 | 1.4.4 | Update Project Management Plan | Group Leader updates the Project Management Plan as the project progresses. |
| 2 | 1.5 | Closeout | The work to close-out the project. |
| 3 | 1.5.1 | Document Lessons Learned | Group Leader along with the project team performs a lesson learned meeting and documents the lessons learned for the project. |
| 3 | 1.5.2 | Update Files/Records | All files and records are updated to reflect the widget management system. |
| 3 | 1.5.3 | Gain Formal Acceptance | Lecture formally accepts the project by signing the acceptance document included in the project plan. |
| 3 | 1.5.4 | Archive Files/Documents | All project related files and documents are formally archived. |