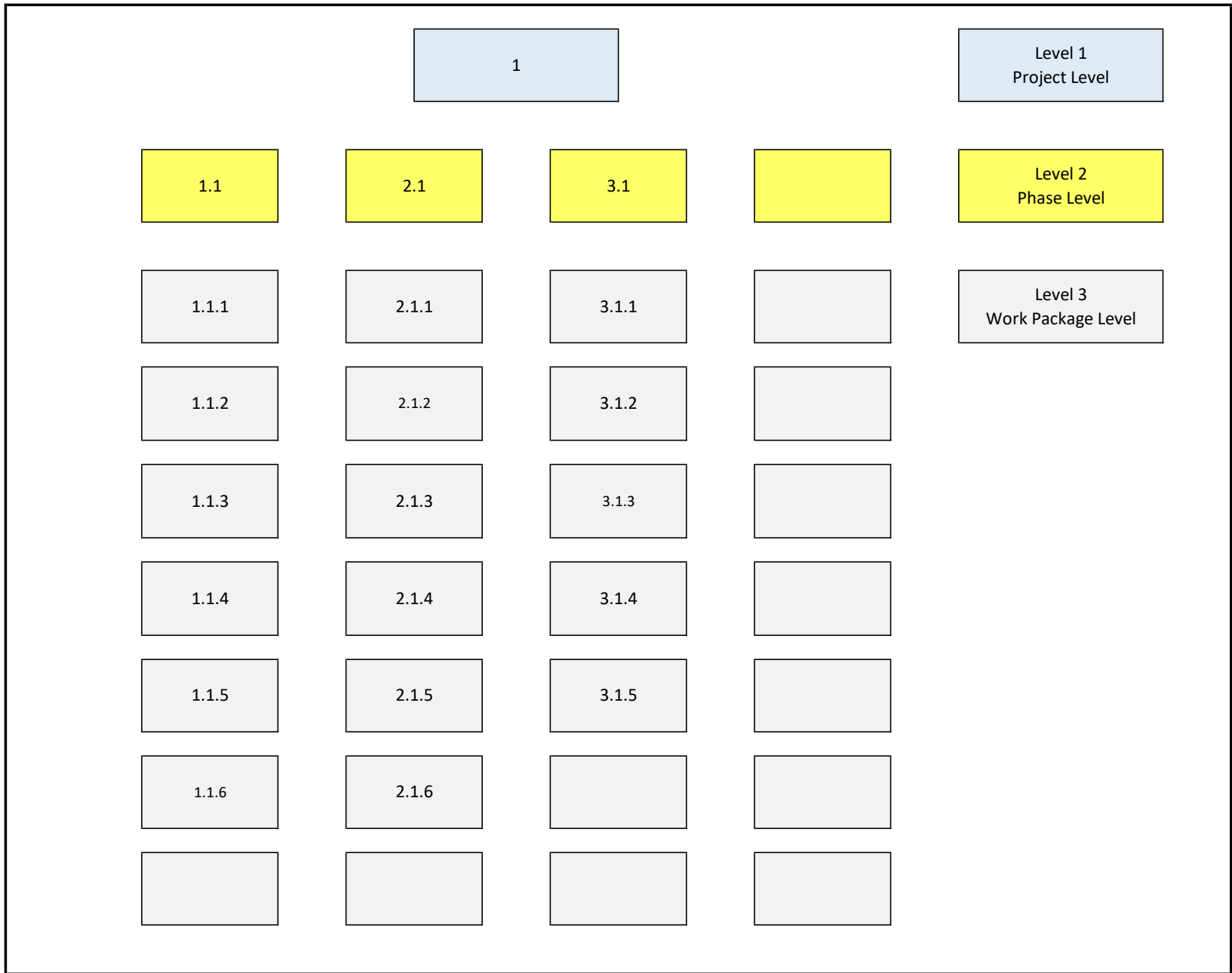


1.0 Conduct Weekly Status Meeting				Level 1 Project Level	Work Breakdown Structure (WBS)
1.1 Plan Meeting	2.1 Execute Meeting	3.1 Follow-Up Actions		Level 2 Phase Level	Hierarchical Breakout or decomposition of all project work. 3 Levels
1.1.1 Determine Time and Venue	2.1.1 Prepare Conference Room	3.1.1 Send Out Meeting Minutes		Level 3 Work Package Level	Critical for scope, schedule, and budget planning
1.1.2 Solicit Status Inputs	2.1.2 Distribute Status Report	3.1.2 Track Action Item Status			Code of Account Identifier Numbering
1.1.3 Send Meeting Invite and Agenda	2.1.3 Conduct the Meeting	3.1.3 Prepare for Next Status Meeting			Note Action-Result for all activities
1.1.4 Finalize all Status Reports	2.1.4 Document Actions Taken	3.1.4			Blank Template Provided for Lab
1.1.5 Complete Final Meeting Preparation	2.1.5 Clear Conference Room	3.1.5			



Work Breakdown
Structure (WBS)

Hierarchical Breakout or
decomposition of all
project work. 3 Levels

Critical for scope,
schedule, and budget
planning

Code of Account
Identifier Numbering

Action-Result

Blank Template Provided
for Lab