| | 1.0 Implement Communications Training Workshop | | Level 1 Project Level | |
|---|--|---|--------------------------|-------------------------------|
| 1.1 Plan the Course | 2.1 Implement Course | 3.1 Follow-Up Activities | | Level 2 Phase Level |
| 1.1.1 Define Training Objectives | 2.1.1 Perform Course Walk Through | 3.1.1 Solicit and Analyze Attendee Feedback | | Level 3 Work Package Level |
| 1.1.2 Identify Subject Matter Experts (SME) | 2.1.2 validate Beta Course Preparations | 3.1.2 Update Course Materials | | |
| 1.1.3 Manage Logistics | 2.1.3 Schedule COO Introduction | 3.1.3 Confirm Schedule for Classes 2-4 | | |
| 1.1.4 Develop and Share Training Roster | 2.1.4 Distribute Course Materials | 3.1.4 Hand Off Course Management | | |
| 1.1.5 Prepare Course Materials | 2.1.5 Ready Venue and Conduct Course | 3.1.5 Conduct Lessons Learned | | |
| 1.1.6 Develop Course Transition Plan | 2.1.6 Solicit Feedback | 3.1.6 Determine Next Steps | | |
| 1.1.7 Approve Project Plan | 2.1.7 Close Out Venue | | | |

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