

## 1 Deliverable Description

ID and Title: Deliverable: (D-01) Baseline Schedule (WBS)

Description:

The Work Breakdown Structure (WBS) identifies milestones and deliverables, and the tasks required to achieve them. Upon approval of this baseline WBS, it will be maintained throughout the life of the project and will be updated as necessary (weekly at a minimum) to reflect the accurate status of the project. Task percent complete will be provided in these updates.

The WBS will be delivered in Microsoft MS Project format.

## 2 Content

Content Item	Description
MS Project Plan including the following:	
▪ Milestones	State Milestones clearly marked as “VT Milestone.”
▪ Deliverables	Deliverables clearly marked as “Deliverable:...,” and tied to project milestones.
▪ Deliverable approval periods	Tasks for the SOV review period related to deliverables are denoted as “Rev, Rvs & Appr...”
▪ Key tasks/activities required to complete deliverables & milestones including the following:	
▶ Description	
▶ Start & end dates	
▶ Duration	

\*On an ongoing basis, percent complete will be provided for each represented task.

## 3 Development and Review Plan

Approver: Lindsey Tucker

Reviewer(s): Justin Tease, Vijay Desai, Gartner

Work plan tasks:

Task	Start	End	Duration
<b>Create Deliverable</b>	<b>12/17/12</b>	<b>1/15/13</b>	<b>18 days</b>
Update Hawaii WBS for Vermont	12/17/12	12/19/12	3 days
Draft Baseline Project Schedule	12/20/12	1/14/13	14 days
Baseline the Project Schedule	1/15/13	1/15/13	1 day
<b>Review and Approve Deliverable</b>	<b>1/16/13</b>	<b>2/27/13</b>	<b>31 days</b>
Intl Rev & U/D - Baseline Schedule	1/16/13	2/6/13	16 days
Rev, Rvs & Appr - Baseline Schedule (WBS)*	2/7/13	2/27/13	15 days

\*SOV Review Period

## 4 Acceptance Criteria

The WBS must include the following:

- A consolidated view of the activities, activity descriptions, and activity durations
- A list of deliverables tied to project milestones
- A way to track the project schedule against the planned schedule
- Deliverable approval periods