

Work Breakdown Structure

Members:

Justin Goulet, Chris Larsen, Mikal Callahan, Brock Corbett

# Document Objective

To display the work breakdown of this project, in overview form.

## Project Title: JavaScript Workflow Widget

## Date Prepared: 04/02/2017

1. Initiate
   1. Establish business case
   2. Project Charter
   3. Initiation Gate with Steering Committee (Client Presentations)
2. Plan
   1. Project Management Plan and & Subsidiary Plans
   2. Project Scope
   3. Project Schedule
   4. Project Budget
   5. Project Documents and Templates
   6. Identify Risks & Risk Management Plan
   7. Project Planning Gate with Steering Committee (After-Decision Discussions)
3. Project Kick-off
   1. Internal Project Kickoff
      1. Project Team Kickoff Meeting
      2. Stakeholders Kickoff Meeting
   2. Security / Non-Disclosure Agreements
4. Self-Assessment Execution
   1. Identify project priorities
   2. Identify use cases
   3. Data Collection
      1. Internal Collection
      2. Tour of Manufacturing Floor
   4. Gap Analysis
      1. Gap Recommendations
      2. Data & Process Development
      3. New Data & Process Approval by Project Sponsor / Director
   5. Peer Review and Report
5. Monitor Self-Assessment
   1. Maintain Project Management Plan
      1. Verify quality and deliverables
   2. Manage Resources
      1. Project Meetings
      2. Stakeholder meetings
   3. Manage Quality
      1. Data Quality meetings
      2. Validate Data
   4. Readiness Meeting with Sponsor / Director
      1. Internal readiness check
      2. Peer review
      3. Prep Data and Presentation
6. Close-Out Self-Assessment
   1. Steering Committee Meeting
   2. Project Demonstration and Delivery
      1. Present data and final product
      2. Deliver project assets to client
   3. Internal Project Close-Out
      1. Stakeholder Meeting with Project Sponsor