

Work Breakdown Structure (WBS)

1. Work Breakdown Structure

Code	Task Name	Assigned Role	Effort Unit
1	Initiation & Planning	—	—
1.1	Key Activities	—	—
1.1.1	Confirm scope, stakeholders, governance	Project Manager	M
1.1.2	Develop PMP (scope/schedule/cost/quality)	Project Manager	M
1.1.3	Communication, risk, and procurement planning	Project Manager	M
1.1.4	Compliance strategy and audit approach	Security Analyst	M
1.1.5	Initial resource plan	Project Manager	S
2	Requirements & Analysis	—	—
2.1	Key Activities	—	—
2.1.1	Stakeholder workshops	Business Analyst	L
2.1.2	Elaborate 20 functional and 14 non-functional requirements	Business Analyst	XL
2.1.3	Define use cases, workflows, and metadata taxonomy	Business Analyst	L
2.1.4	Compliance mapping (GDPR/HIPAA/ISO)	Security Analyst	L
2.1.5	Define supported file types (PDF/DOCX/TXT)	Business Analyst	S
2.1.6	Requirements traceability	Business Analyst	M
3	Architecture & Detailed Design	—	—
3.1	Key Activities	—	—
3.1.1	Select cloud and tech stack	DevOps Engineer	M
3.1.2	Define system and security architecture (RBAC, MFA, IP restrictions, encryption, audit)	Security Analyst	XL
3.1.3	API/integration designs (cloud storage, e-signature, PM tools)	Integration Engineer	L
3.1.4	Backup/retention/archival	DevOps Engineer	M
3.1.5	Analytics/reporting design	Backend Developer	M
3.1.6	Monitoring/observability	DevOps Engineer	M
3.1.7	UX wireframes	Frontend Developer	M
3.1.8	Test strategy	QA Engineer	M
4	Environment Setup & DevOps	—	—
4.1	Key Activities	—	—
4.1.1	Provision Dev/Test/Stage environments	DevOps Engineer	L
4.1.2	IaC	DevOps Engineer	M
4.1.3	CI/CD pipelines	DevOps Engineer	M
4.1.4	Secrets management	DevOps Engineer	M
4.1.5	Observability (logs, metrics, traces)	DevOps Engineer	M
4.1.6	Access controls/IP restrictions	Security Analyst	M
4.1.7	Baseline backups	DevOps Engineer	M
5	Development Phase 1 – Core Platform & Security Foundations	—	—
5.1	Key Activities	—	—
5.1.1	Implement repository, folder hierarchy	Backend Developer	L
5.1.2	Upload/edit/delete/archive	Backend Developer	L
5.1.3	Versioning (history/compare/restore)	Backend Developer	L
5.1.4	Metadata & advanced search	Backend Developer	L
5.1.5	Templates	Frontend Developer	M
5.1.6	RBAC, MFA, IP restrictions	Backend Developer	L

Code	Task Name	Assigned Role	Effort Unit
5.1.7	Encryption in transit/at rest	DevOps Engineer	M
5.1.8	Audit logs	Backend Developer	M
5.1.9	Retention policies	Backend Developer	M
5.1.10	Watermarks	Frontend Developer	M
5.1.11	Admin/configuration	Frontend Developer	M
6	Development Phase 2 – Collaboration, Notifications & Tasks, Workflow/Approvals	—	—
6.1	Key Activities	—	—
6.1.1	Real-time/asynchronous editing	Backend Developer	L
6.1.2	Comments, annotations	Frontend Developer	M
6.1.3	Edit locking	Backend Developer	M
6.1.4	Notifications	Backend Developer	M
6.1.5	Task assignments and deadlines	Backend Developer	M
6.1.6	Configurable approval workflows with statuses	Backend Developer	L
6.1.7	Task dashboards	Frontend Developer	M
7	Development Phase 3 – Integrations Hub, Backup & Archival	—	—
7.1	Key Activities	—	—
7.1.1	Integrate cloud storage (sync, automated backup, import/export)	Integration Engineer	L
7.1.2	E-signature (request/track/store)	Integration Engineer	M
7.1.3	PM tools (link docs to tasks, status updates)	Integration Engineer	M
7.1.4	API activity monitoring	DevOps Engineer	M
7.1.5	Automate archival	Backend Developer	M
8	Development Phase 4 – Analytics & Reporting	—	—
8.1	Key Activities	—	—
8.1.1	Implement usage/collaboration/storage/workflow efficiency analytics	Backend Developer	L
8.1.2	Dashboards	Frontend Developer	L
8.1.3	CSV/PDF exports	Backend Developer	M
8.1.4	Automated email summaries	Backend Developer	M
8.1.5	Admin monitoring for third-party API activity	Security Analyst	M
9	System Integration & Testing	—	—
9.1	Key Activities	—	—
9.1.1	End-to-end integration of all modules	Integration Engineer	L
9.1.2	SIT	QA Engineer	L
9.1.3	Performance/load testing	QA Engineer	L
9.1.4	Security testing (vulnerability/penetration)	Security Analyst	L
9.1.5	Defect resolution	Backend Developer	M
10	Compliance Validation & Audit Readiness	—	—
10.1	Key Activities	—	—
10.1.1	Validate features against GDPR/HIPAA/ISO	Security Analyst	L
10.1.2	Evidence collection	Security Analyst	M
10.1.3	Audit log review	Security Analyst	M

Code	Task Name	Assigned Role	Effort Unit
10.1.4	DPO/compliance review and approvals	Security Analyst	M
11	Documentation & Training	—	—
11.1	Key Activities	—	—
11.1.1	Technical/user/admin documentation	Business Analyst	L
11.1.2	API guides	Backend Developer	M
11.1.3	Training materials	Business Analyst	M
11.1.4	Conduct training sessions	Business Analyst	M
11.1.5	Support runbooks	DevOps Engineer	M
12	User Acceptance Testing (UAT)	—	—
12.1	Key Activities	—	—
12.1.1	UAT planning and execution with personas	QA Engineer	L
12.1.2	Defect triage and fixes	QA Engineer	M
12.1.3	Business sign-off	Business Analyst	S
13	Deployment & Go-Live	—	—
13.1	Key Activities	—	—
13.1.1	Cutover planning and rehearsal	Project Manager	L
13.1.2	Production provisioning	DevOps Engineer	L
13.1.3	Secrets/keys	DevOps Engineer	M
13.1.4	Go-live	DevOps Engineer	L
13.1.5	Hypercare plan	Project Manager	M
14	Post-Implementation Review & Closeout	—	—
14.1	Key Activities	—	—
14.1.1	Hypercare support	DevOps Engineer	M
14.1.2	KPI monitoring	Project Manager	M
14.1.3	Lessons learned	Project Manager	S
14.1.4	Operations handover	Project Manager	M
14.1.5	Contract/financial close	Project Manager	M

2. Cost Summary

Cost Category	Amount (EUR)
Total Labor Cost	425,000 EUR
Infrastructure & Licenses (15%)	64,000 EUR
Total Project Cost (EUR)	489,000 EUR

3. Effort Unit Definition

Unit	Definition
XS	Very Small
S	Small
M	Medium
L	Large
XL	Very Large