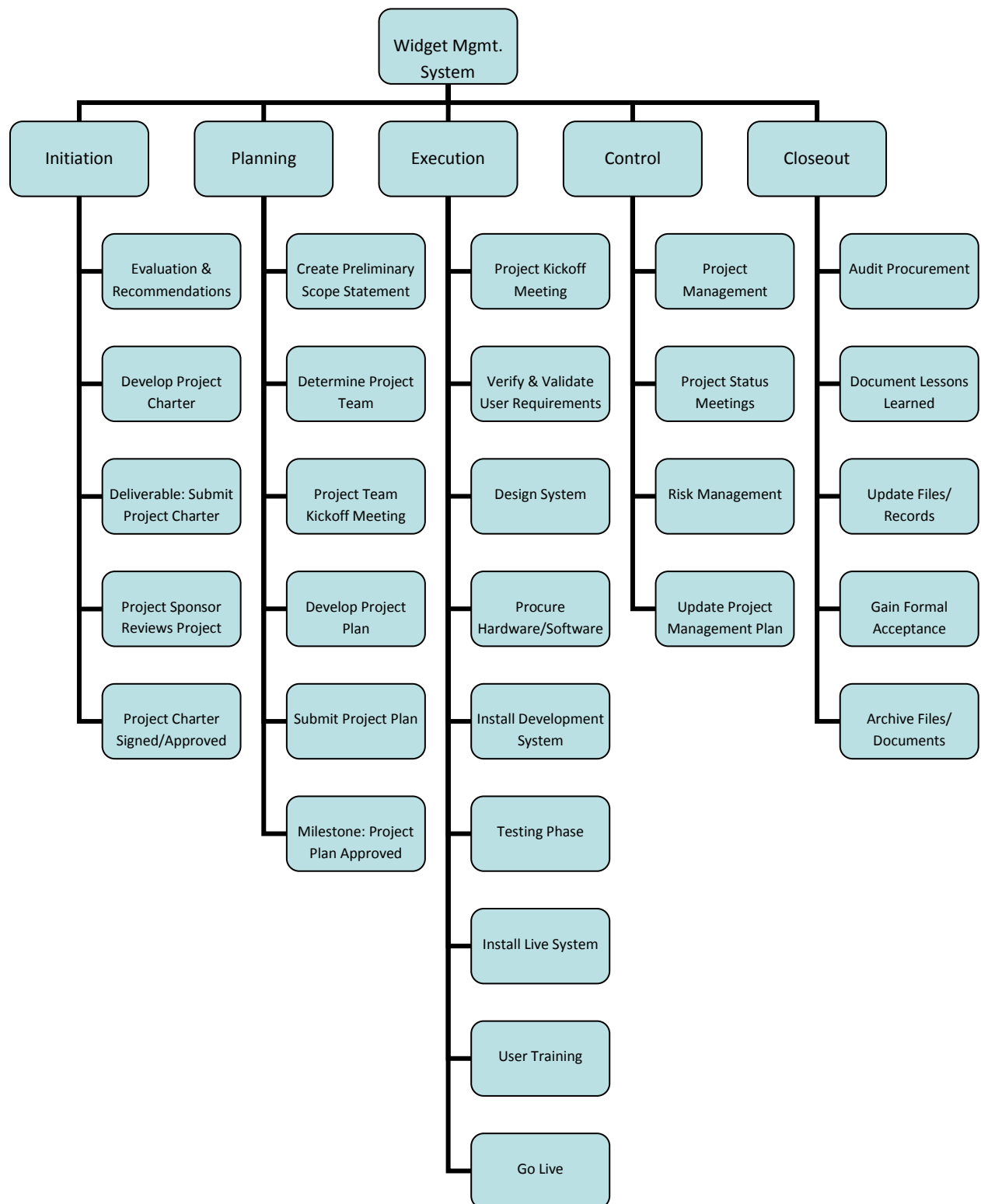


SAMPLE WBS

AS A TABLE

1. Widget Management System
 - 1.1 Initiation
 - 1.1.1 Evaluation & Recommendations
 - 1.1.2 Develop Project Charter
 - 1.1.3 *Deliverable*: Submit Project Charter
 - 1.1.4 Project Sponsor Reviews Project Charter
 - 1.1.5 Project Charter Signed/Approved
 - 1.2 Planning
 - 1.2.1 Create Preliminary Scope Statement
 - 1.2.2 Determine Project Team
 - 1.2.3 Project Team Kickoff Meeting
 - 1.2.4 Develop Project Plan
 - 1.2.5 Submit Project Plan
 - 1.2.6 *Milestone*: Project Plan Approval
 - 1.3 Execution
 - 1.3.1 Project Kickoff Meeting
 - 1.3.2 Verify & Validate User Requirements
 - 1.3.3 Design System
 - 1.3.4 Procure Hardware/Software
 - 1.3.5 Install Development System
 - 1.3.6 Testing Phase
 - 1.3.7 Install Live System
 - 1.3.8 User Training
 - 1.3.9 Go Live
 - 1.4 Control
 - 1.4.1 Project Management
 - 1.4.2 Project Status Meetings
 - 1.4.3 Risk Management
 - 1.4.4 Update Project Management Plan
 - 1.5 Closeout
 - 1.5.1 Audit Procurement
 - 1.5.2 Document Lessons Learned
 - 1.5.3 Update Files/Records
 - 1.5.4
 - 1.5.5 Gain Formal Acceptance
 - 1.5.6 Archive Files/Documents

AS A TREE STRUCTURE



WBS DICTIONARY

Level	WBS Code	Element Name	Definition
1	1	Widget Management System	All work to implement a new widget management system.
2	1.1	Initiation	The work to initiate the project.
3	1.1.1	Evaluation & Recommendations	Working group to evaluate solution sets and make recommendations.
3	1.1.2	Develop Project Charter	Project Manager to develop the Project Charter.
3	1.1.3	Deliverable: Submit Project Charter	Project Charter is delivered to the Project Sponsor.
3	1.1.4	Project Sponsor Reviews Project Charter	Project sponsor reviews the Project Charter.
3	1.1.5	Project Charter Signed/Approved	The Project Sponsor signs the Project Charter which authorizes the Project Manager to move to the Planning Process.
2	1.2	Planning	The work for the planning process for the project.
3	1.2.1	Create Preliminary Scope Statement	Project Manager creates a Preliminary Scope Statement.
3	1.2.2	Determine Project Team	The Project Manager determines the project team and requests the resources.
3	1.2.3	Project Team Kickoff Meeting	The planning process is officially started with a project kickoff meeting which includes the Project Manager, Project Team and Project Sponsor (optional).
3	1.2.4	Develop Project Plan	Under the direction of the Project Manager the team develops the project plan.
3	1.2.5	Submit Project Plan	Project Manager submits the project plan for approval.
3	1.2.6	Milestone: Project Plan Approval	The project plan is approved and the Project Manager has permission to proceed to execute the project according to the project plan.
2	1.3	Execution	Work involved to execute the project.
3	1.3.1	Project Kickoff Meeting	Project Manager conducts a formal kick off meeting with the project team, project stakeholders and project sponsor.
3	1.3.2	Verify & Validate User Requirements	The original user requirements is reviewed by the project manager and team, then validated with the users/stakeholders. This is where additional clarification may be needed.
3	1.3.3	Design System	The technical resources design the new widget management system.
3	1.3.4	Procure Hardware/Software	The procurement of all hardware, software and facility needs for the project.
3	1.3.5	Install Development System	Team installs a development system for testing and customizations of user interfaces.
3	1.3.6	Testing Phase	The system is tested with a select set of users.
3	1.3.7	Install Live System	The actual system is installed and configured.
3	1.3.8	User Training	All users are provided with a four hours training class. Additionally, managers are provided with an additional two hours class to cover advanced reporting.
3	1.3.9	Go Live	System goes live with all users.
2	1.4	Control	The work involved for the control process of the project.
3	1.4.1	Project Management	Overall project management for the project.

3	1.4.2	Project Status Meetings	Weekly team status meetings.
3	1.4.3	Risk Management	Risk management efforts as defined in the Risk Management Plan.
3	1.4.4	Update Project Management Plan	Project Manager updates the Project Management Plan as the project progresses.
2	1.5	Closeout	The work to close-out the project.
3	1.5.1	Audit Procurement	An audit of all hardware and software procured for the project, ensures that all procured products are accounted for and in the asset management system.
3	1.5.2	Document Lessons Learned	Project Manager along with the project team performs a lessons learned meeting and documents the lessons learned for the project.
3	1.5.3	Update Files/Records	All files and records are updated to reflect the widget management system.
3	1.5.4	Gain Formal Acceptance	The Project Sponsor formally accepts the project by signing the acceptance document included in the project plan.
3	1.5.5	Archive Files/Documents	All project related files and documents are formally archived.

Note:

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