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WEBD-2010 Project Management Fundamentals and Agile Business Analysis

Assigenment1

[Project WBS, WBS Dictionary, and Activities List]

Project WBS  
  
Objective: Develop a simple website for fans of field hockey game teams.

Diagram

Description automatically generated

1.Build Website

1.1 Initiation

1.1. Research and Evaluation

1.1.2 Develop project charter

1.1.3 Deliverable: Approved project charter

1.2 Planning

1.2.1 Create website design

1.2.2 Determine project team

1.2.3 Project team kickoff meeting

1.2.4 Develop project plan and schedule

1.2.5 Submit Project Plan

1.3 Execution

1.3.1 Verify & Validate User Requirements  
1.3.2 Develop website

1.3.3 Test website

1.3.4 Deploy website

1.3.5 User training

1.3.6 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 plan

1.5 Closeout

1.5.1 Audit procurement and ensure all vendor invoices are paid

1.5.2 Document lessons learned and best practices for future reference

WBS DICTIONARY

|  |  |  |  |
| --- | --- | --- | --- |
| Level | WBS Code | Element Name | Definition |
| 1 | 1 | Build Website | All work to build a website for hockey game team’s fans |
| 2 | 1.1 | Initiation | The work to imitate the project |
| 3 | 1.1.1 | Research and Evaluation | Gather information and make recommendations on the feasibility and scope of the website project |
| 3 | 1.1.2 | Develop project charter | Create a document outlining the project's goals, stakeholders, and high-level deliverables |
| 3 | 1.1.3 | Deliverable: Submit Project Charter | Submit the Project Charter for review |
| 2 | 1.2 | Planning | The work for planning process for the project. |
| 3 | 1.2.1 | Create Website Design | Develop a visual design for the website, including layout and user interface |
| 3 | 1.2.2 | Determine Project Team | Identify and assemble the team members who will be working on the website project |
| 3 | 1.2.3 | Project Team Kickoff Meeting | Hold a meeting to introduce team members and discuss project goals and expectations |
| 3 | 1.2.4 | Develop Project Plan and Schedule | Create a detailed plan outlining the project's tasks, timelines, and resources |
| 3 | 1.2.5 | Submit Project Plan | Submit the project plan for review |
| 2 | 1.3 | Execution | Work involved to execute the project. |
| 3 | 1.3.1 | Verify & Validate User Requirements | Confirm that the website design meets the needs and wants of the end user |
| 3 | 1.3.2 | Develop Website | Build the website using appropriate technologies and tools |
| 3 | 1.3.3 | Test Website | Test the website to ensure it functions correctly and meets requirements |
| 3 | 1.3.4 | Deploy Website | Launch the website and make it available to users |
| 3 | 1.3.5 | User Training | Provide training to users on how to navigate and use the website |
| 3 | 1.3.6 | Go Live | Make the website available to end users |
| 2 | 1.4 | Control | The work involved for the control process of the project. |
| 3 | 1.4.1 | Project Management | Monitor and manage the project's progress, timelines, and resources |
| 3 | 1.4.2 | Project Status Meetings | Hold regular meetings to review progress and address any issues |
| 3 | 1.4.3 | Risk Management | Identify, assess, and manage risks associated with the project |
| 3 | 1.4.4 | Update Project Management Plan | Update the project management plan as needed |
| 2 | 1.5 | Closeout | The work to close-out the project |
| 3 | 1.5.1 | Audit procurement and ensure all invoices are paid | This activity involves reviewing all procurement related documents |
| 3 | 1.5.2 | Document Lessons Learned | Document any lessons learned during the project and make recommendations for future projects |
| 3 | 1.5.3 | Archive  Files/Documents | All project related files and documents are formally archived. |

Activities list

1. Evaluation & Recommendations

* Research existing websites for hockey teams' fans
* Identify user requirements
* Develop recommendations for website design and features

2. Develop Project Charter

* Define project scope, objectives, and success criteria
* Identify project stakeholders and their roles and responsibilities
* Develop a project charter document

3.Create Website Design

* Sketch wireframes for website layout
* Develop a detailed design for website layout and features
* Obtain feedback and revisions from project team and stakeholders

4.Determine Project Team

* Identify required roles and skills
* Recruit team members
* Conduct a kickoff meeting to introduce the project

5.Develop Project Plan

* Define project schedule, budget, and resource allocation
* Develop a project plan document
* Obtain feedback and revisions from project team and stakeholders

6.Verify & Validate User Requirements

* Conduct user acceptance testing
* Obtain feedback and revisions
* Update project plan and design accordingly

7.Develop Website

* Write code and develop website
* Conduct testing to ensure website meets requirements

8.Test Website

* Conduct functional testing
* Conduct performance testing
* Conduct user acceptance testing
* Obtain feedback and revisions

9.Deploy Website

* Prepare for deployment
* Perform deployment
* Perform post-deployment testing

10.User Training

* Develop user training materials
* Conduct user training

11.Go Live

* Perform final testing
* Launch website

12.Project Management

* Monitor progress of project tasks
* Track project schedule, budget, and resource allocation
* Identify and mitigate project risks

13.Project Status Meetings

* Conduct regular project status meetings
* Document meeting minutes
* Identify and address issues

14.Risk Management

* Identify project risks
* Develop mitigation plans
* Monitor risks and update mitigation plans accordingly

15.Update Project Management Plan

* Update project schedule, budget, and resource allocation
* Update project risks and mitigation plans
* Obtain feedback and revisions

16.Audit Procurement

* Verify that all invoices are paid
* Ensure compliance with procurement policies

17.Document Lessons Learned

* Conduct a project review
* Identify successes and areas for improvement
* Document lessons learned for future reference