Project Work Breakdown Structure (WBS)

PURPOSE, PROCESS & PITFALLS

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Presenters

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What is a WBS?

• A WBS is essentially a task list; it is the foundation of project planning.
• A well defined WBS organizes and encompasses the scope of the project.

Example 1:

Example 2:
What is a WBS?

- The WBS includes 100% of the work defined by the project scope. It captures ALL deliverables, including project management tasks.
Why use a WBS in your projects?

- To visualize and organize the scope of the total project.
- To help with assigning responsibilities and monitoring and controlling the project.
- To inform the project team of their specific responsibilities and deliverables.
- To identify task dependencies.
- To communicate with the stakeholders and sponsors and make sure there is nothing missing or overlapping.
Why use a WBS in your projects?

A poorly constructed or non-existent WBS for a project can result in:

- Adverse project outcomes including ongoing, repeated project re-planning and extensions
- Unclear work assignments
- Budget overruns
- Missed deadlines
- Scope creep
Where does a WBS fit in to the life cycle of a project?

- Initiate
- Plan
- Execute
- Close

Project Description/Project Charter

WBS
Project Charter/Description

• Highlight what is included in a WBS from a Charter/Profile/Description Office of Space Management BI Project (template and example)

• Highlight eLearning example project description.
Steps to create a WBS

- Identify the major deliverables
- Break each deliverable into smaller components
- Continue to break tasks down into manageable work packages. Work packages can then be further broken down into individual tasks that can be used for planning & management purposes

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct ABC analysis</td>
<td>4/25</td>
</tr>
<tr>
<td>Prepare test plans</td>
<td>5/15</td>
</tr>
<tr>
<td>Build test samples</td>
<td>5/15</td>
</tr>
<tr>
<td>Analyze test data</td>
<td>6/7</td>
</tr>
</tbody>
</table>
Methods to create a WBS

Create a WBS with your project team:

• Write down all deliverables and components for the project on post-it notes.
• Group these items into major categories with common characteristics (e.g., Training).
• Add, remove and regroup the notes as you think through your work. The lowest level components in the WBS are your work packages.

This approach encourages the sharing of ideas and helps everyone understand the work that needs to be done.
Methods to create a WBS

Create a WBS through interviews:

- Project Manager interviews subject matter experts one-on-one to create a first draft of a WBS.
- Distribute draft WBS to project team for comments.
Pharmacy WBS Example

- Kickoff Meeting
  Instructor, Instructional Designer, Project Manager
- Learning Objectives
  Knowledge/skills student will walk away with
- Identity Course Content
  Outline all content that is needed
- Copyright Permissions for Outside Content
  Work to obtain permission to use material not owned by Instructor or College
- Write/Develop New Content
  Instructor and SME's to create any new content
- Collect All Course Content
  Copyright and new content
- Build Moodle Site
  Create Moodle structure
  Populate Moodle
  Enter content into Moodle
- Internal Review
  At least 6 individuals in the College to review - links, grammar, user experience, etc.
- Collect/Incorporate Feedback
  Obtain feedback from both review types and incorporate into Moodle site
- Present Moodle Site to Stakeholders
  30 minute presentation
- External Review
  At least 3 individuals outside of the College to review - links, grammar, user experience, etc.
- Write Syllabus
  Outline/instructions for entire course
- Record Lectures
  Talking head, voice, green screen, etc.
- Learning Activities
  Group/individual activities - Focus on active learning
- Develop Assessments
  Quizzes & Tests
Pharmacy WBS Example
WBS Tools

Examples of this WBS using various tools:

- MS Word, Excel (Duane)
- MS Project and WBS Chart Pro (Chris)
Group Exercise

• Review the project description for the Government Publication Consolidation Project (middle of page 1).

• Create a WBS for phase 1 of this project using Post-it Notes and Flip Chart Paper. Use any method you prefer to illustrate your WBS.

• Present your WBS to the entire group.
What’s Next?

Create the project schedule:
• Determine how long each task will take
• Assign a beginning and an end date to each task