## Sample Work Breakdown Structures

### Various Types of Project

**Applications Development Project Sample WBS**

Management and support
- Provide project management
- Provide quality control
- Conduct meetings and reviews
- Materials and supplies
- Travel and living costs
- Miscellaneous costs
- Consulting fees and subcontractor costs
- Contingency

**Systems development**
- Requirements specifications
  - Conduct information-gathering sessions
  - Prepare logical data model
  - Prepare logical process model

**Physical design**
- Prepare physical data model
- Prepare physical process model

**Online system**
- Prepare detailed design
- Program and unit test
- Document

**Batch system**
- Prepare detailed design
- Batch update facility
  - Program and unit test
  - Document

**Reporting system**
- Program and unit test
- Document

**Integration**
- Prepare integration plan
- System integration and test
  - Integrate batch update and reporting system
  - Conduct systems test on batch systems
  - Integrate batch and online systems
  - Conduct systems test on complete system

**Prepare user documentation**

**Customer**
- Conduct milestone reviews
- Review and approve deliverables
- Conduct user training
- Acceptance testing
**SAMPLE WORK BREAKDOWN STRUCTURES**

**VARIOUS TYPES OF PROJECT**

- Prepare acceptance tests
- Conduct acceptance tests
- Prepare revisions from acceptance tests
- Hand over to customer

**Implementation**
- Prepare implementation plan
- Provide support for implementation
- Conduct post-implementation review
SAMPLE WORK BREAKDOWN STRUCTURES

VARIOUS TYPES OF PROJECT

IT Facilities Move Project Sample WBS

Management and support
  Provide project management
  Provide quality control
  Conduct meetings and reviews
Materials and supplies
  Travel and living
Miscellaneous costs
  Consulting fees and subcontractor costs
  Contingency
Physical Facilities
  Planning
    Define move strategy
    Prepare interim operations plan
    Move plan
      Conduct facilities inventory
      Conduct applications inventory
      Prepare move plan
Facilities move
  Site preparation
    Prepare site plan
    Prepare physical site
    Provide environmental and electrical facilities
    Provide network connectivity
  Set up interim facilities
  Conduct move
Cleanup
  Clean up original site
  Remove interim facilities
Applications move
  Transfer applications to interim facilities
    Load and test applications
    Prepare interim documentation
    Monitor operations on interim facilities
  Transfer applications to final facilities
    Load and test applications
    Prepare operations documentation
    Commence applications and systems management
Operations
  Prepare operations procedures and documentation
  Conduct operator training
  Prepare help desk procedures and documentation
Customer
SAMPLE WORK BREAKDOWN STRUCTURES

VARIOUS TYPES OF PROJECT

Provide contract management
Conduct milestone reviews
Conduct training
Acceptance testing
  Prepare acceptance criteria
  Conduct acceptance tests
Hand over to customer
SAMPLE WORK BREAKDOWN STRUCTURES

VARIOUS TYPES OF PROJECT

System Upgrade Project Sample WBS

Management

  Provide project management
  Provide quality control
  Conduct meetings and reviews
  Materials and supplies
  Travel and living
  Miscellaneous costs
  Consulting fees and subcontractor costs
  Contingency

Acquisition

  Hardware acquisition
    Prepare specifications
    Issue RFPs
    Prepare evaluation criteria
    Evaluate vendor responses
    Conduct demonstrations, site visits, and reference checks
  Hardware purchase
    Issue purchase orders
    Expedite delivery

Software acquisition

  Prepare specifications
  Issue RFPs
  Prepare evaluation criteria
  Evaluate vendor responses
  Conduct demonstrations, site visits, and reference checks

Installation

  Hardware installation
    Prepare site plan
    Provide environmental and electrical facilities
    Provide network connectivity
    Receive and install hardware
    Conduct acceptance tests

Software installation

  Receive and install software
  Conduct acceptance tests

Application cutover

  Planning
    Prepare application migration plan
    Prepare systems test plan
SAMPLE WORK BREAKDOWN STRUCTURES

VARIOUS TYPES OF PROJECT

Prepare cutover plan
Prepare backout plan
Prepare operations documentation

Cutover
  Migrate application
  Conduct systems test
  Conduct cutover
  Commence system and application management

Customer
  Provide contract management
  Conduct training

Acceptance testing
  Prepare acceptance criteria
  Conduct acceptance tests
  Prepare revisions from acceptance tests