

F. Work Breakdown Structure

Project Title:	MOT Training Program	Project Working Title:	MOT Training Program
Project Manager:	Bill Bailey	Project Agency:	Project Manager, XYZ TRAINING COMPANY
Prepared by:	Bill Bailey	Date / Control Number:	25/11/14 1

Section 1 Phase	Section 2 Task Description			Section 3 Predecessors		Section 4 – Task Information		
	Line Number	Task WBS ID	Description	Line No:	WBS ID	Milestone	Time in Days	Detail HR resources and raw materials required for project
	1							
	2		Project					
Phase 1	3	1.0	Phase 1 – Project Start					
	4	1.1	Stakeholder identification				5	MoT SME,Business Analysts
	5	1.2	Map competencies	4	1.1		3	Business Analysts,MoT SME
	6	1.3	Establish 14 units of competencies	5	1.2		40	Business Analysts[50%],MoT SME
	7	1.4	acquire training collateral	6	1.3		6	Business Analysts[50%],MoT SME
	8	1.5	working shops	7	1.4		6	Business Analysts[50%],MoT SME
	9	1.6	interviews with SME	8	1.5		3	Business Analysts[50%],MoT SME
	10	1.7	Design concept sessions	9	1.6		10	Business Analysts,MoT SME
	11	1.8	requirement for screen shots	10	1.7		2.5	Business Analysts,MoT SME
	12	1.9	functional behaviour requirements	11	1.8		3	PM,MoT Project Sponsor,Business Analysts
	13	1.10	Requirements defined	12	1.9	Yes	15	
Phase 2	14	2.0	Phase 2- Develop Course Material					
	15	2.1	Screen Development	13	1.10		8	Screen Designer
	16	2.1.1	Design Screen layouts	15	2.1			Functional Designer
	17	2.1.2	add content	16	2.2			
	18	2.2	Instructor lead courses	17	2.12			Training Specialist[50%]

	19	2.2.1	Development case study	17	2.12			Training Specialist[50%]
	20	2.2.2	develop role play	17	2.12			
	21	2.3	support material	17	2.12		7	Training Specialist[30%]
	22	2.3.1	PDF version of slides	18,19,20,21	2.2 to 2.3			Training Specialist[30%]
	23	2.3.2	Training Guides	22	2.3.1			Training Specialist[30%]
	24	2.3.3	Role Play Scripts	23	2.3.2			Training Specialist[30%]
	25	2.4	Assessment Tools	24	2.3.3		5	Training Specialist
	26	2.5	Check Assessment	25	2.4		2	Functional Designer,MoT SME
	27	2.6	Develop Exam Questions	26	2.5		3	Training Specialist
	28	2.7	Develop testing process	27	2.6		4	Functional Designer,MoT SME
	29	2.8	Designing certificates	28	2.7		1	Screen Designer
	30	2.9	Development Completed	29	2.8	Yes	2	PM,MoT Project Sponsor,Functional Designer,Screen Designer,MoT SME
Phase 3	31	3.0	Phase 3 - Course Review					
	32	3.1	Internal XYZ TRAINING COMPANY Testing	30	2.9		7	Test Mgr,Test Analysts
	33	3.2	Complete Internal Testing	32	3.1	Yes	4	PM,Test Mgr
	34	3.3	User Acceptance Testing	33	3.2		7	MoT Test Mgr,MoT Test Analysts
	35	3.4	Complete UAT Testing	34	3.3	Yes	4	PM,Test Mgr,MoT Test Mgr
Phase 4	36	4.0	Phase 4 - Handover					
	37	4.1	Training Supper Users	35	3.4		7	Training Specialist,MoT SME
	38	4.2	Finalize Course Material	37	4.1		5	MoT SME,Training Specialist
	39	4.3	Handover Training Material	38	4.2	Yes	2	Training Specialist,MoT SME
	40	4.4	Project Completion	39	4.3	Yes	1	PM,MoT Project Sponsor

G. Project Milestones & Risk overview

Project Milestones

Summarize the Project Schedule by listing the Milestones or Events on the critical path of the Project Schedule. The critical path is: a series of activities, which determine the earliest completion time of the project. For each event, provide the Projected Date of completion and a brief description of the Significance of the Milestone or Event listed.

Milestone or Event	WBS ID	Significance
Stakeholders Defined	1.9	All requirements captured and agreed between MOT / XYZ TRAINING COMPANY
Develop Course Materials	2.9	Course materials completed and ready for testing
Complete Internal Testing	3.2	Course materials system tested
Complete UAT Testing	3.4	Course materials user acceptance tested
Handover Training Material	4.3	Training material handed to MOT
Project Completion	4.4	Final confirmation of project closure