# WBS Glossary

| **WBS Id** | **WBS Name** | **Include (Completion Criteria)** | **Complexity** | **Estimated Effort** | **Dependency** | **Owner** |
| --- | --- | --- | --- | --- | --- | --- |
| 1.0 | **Initiation** |  |  |  |  |  |
| 1.1 | Business case | Business case documented | Low | 16hrs | None | Name |
| 1.2 | Evaluation & Recommendation | Case is fully evaluated by HRMS management team | Low | 8hrs | 1.1 | Name |
| 1.3 | Project Charter | Charter signed written and approved | Medium | 16hrs | 1.2 | Name |
| 1.4 | Project Management Planning | Includes the scope management plan, time management plan, Risk management plan, HR Plan | High | 70hrs | 1.3, 2.3 | Name |
| 1.5 | Project Schedule | Activities/Task identified dependencies identified, dates and resources allocated. | Medium/ High | 16hrs | 1.4, 2.3, 3.0 | Name |
| 2.0 | **Requirement & Analysis** |  |  |  |  |  |
| 2.1 | *Gather Issue/Concern* | Publish survey, one on one conversation, presentations to staff, collecting feedback. All issues and concerns are compiled. |  |  |  |  |
| 2.1.1 | Survey result | Publish and categorize survey | Medium | 16hrs | None | Name |
| 2.1.2 | Analyze the RT queues | RT queues are compiled and categorized. | Medium | 16hrs | None | Name |
| 2.1.3 | analyze help emails | Emails categorized and compiled. | Medium | 7hrs | None | Name |
| 2.1.4 | Presentation | Feedbacks from presentations are compiled. | Medium | 7hrs | None | Name |
| 2.1.5 | Investigate the other systems | Look at how other institutions have delivered functionality | Medium | 4hrs | None | Name |
| 2.2 | *Focus Group* |  |  |  |  |  |
| 2.2.1 | Selection of focus group | Analyze volunteers and send targeted emails to get representative sample of managers and employee | Medium | 4hrs | 2.1.1, 2.1.4 | Name |
| 2.2.2 | Kick off | Introduce project to focus group, results to date | Medium | 12hrs | 2.2.1 | Name |
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