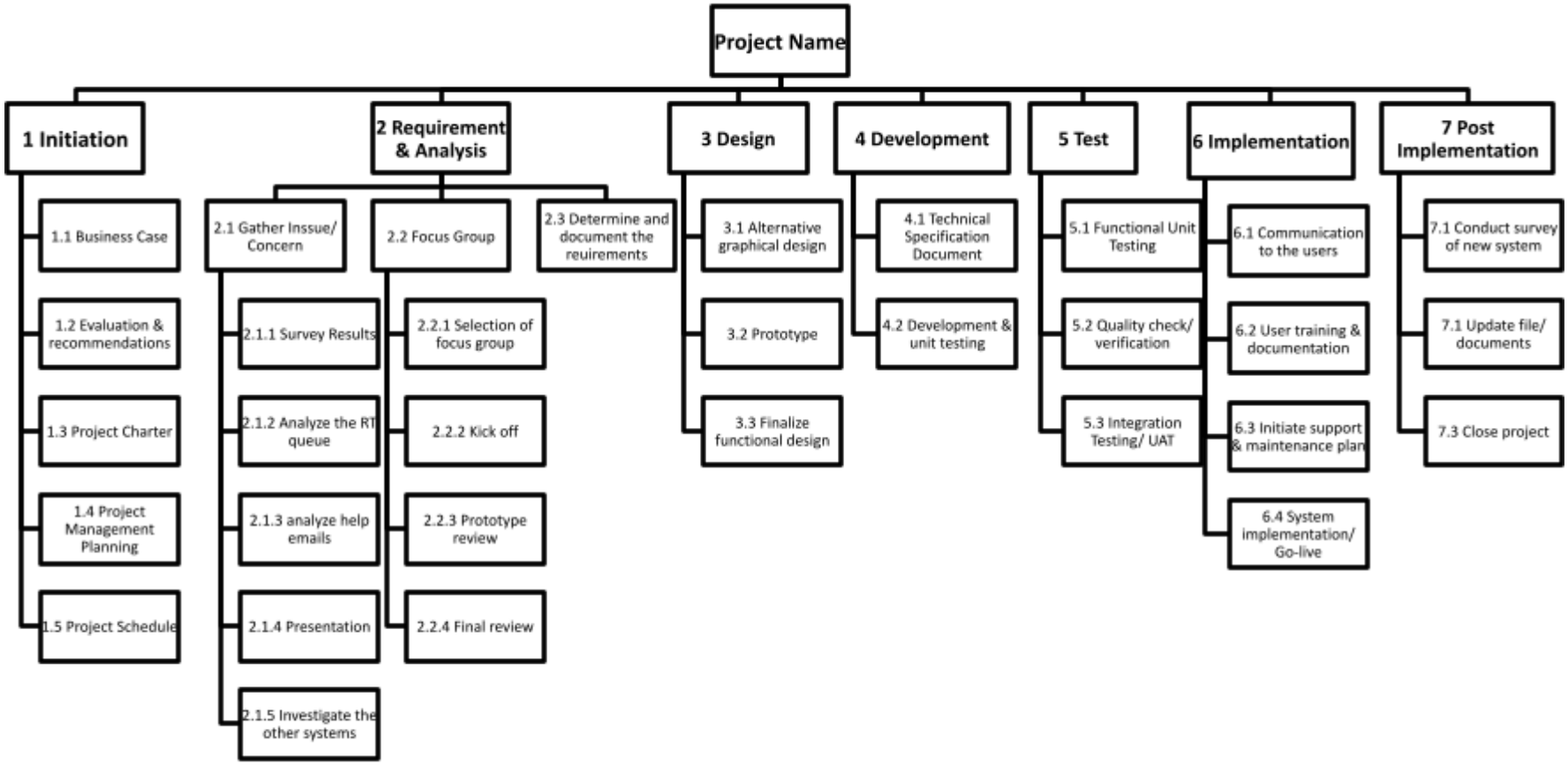
Work Breakdown Structure



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WBS Dictionary

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

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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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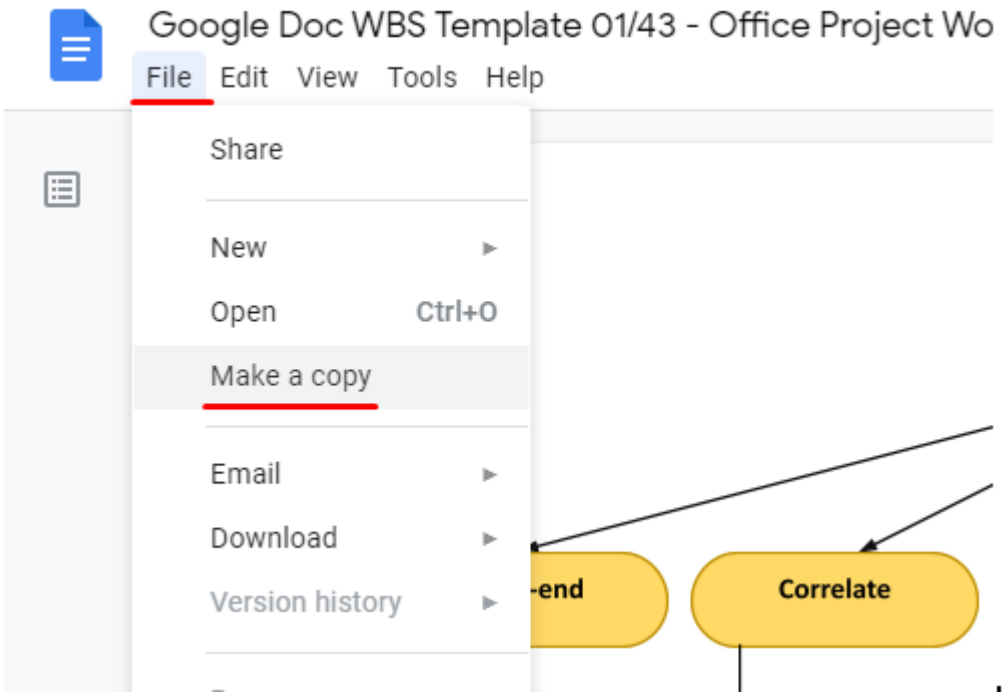

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