WORK BREAKDOWN STRUCTURE < PROJECT NAME >

1. <output Name></output 	2. New Software Tool	3. <output Name></output 	4. <output Name></output 	5. <output Name></output 	6. <output Name></output
< 1.1 Activity >	2.1 Plan the Purchase				
< 1.1.1 Task >	2.1.1 Conduct Market Research				
< 1.1.2 Task >	2.1.2 Design the specification				
< 1.1.3 Task >	2.1.3 Determine the purchasing method 2.1.4 Develop an evaluation plan 2.1.5 Develop a risk management plan 2.1.6 Develop a contract management plan				
< 1.2 Activity > < 1.2.1 Task >	2.2 Prepare the Documentation 2.2.1 Determine the conditions				
< 1.2.1 Task >	2.2.2 Finalise the specification				
< 1.2.3 Task >	2.2.3 Determine the contract conditions 2.2.4 Develop a Tender Form				

INSTRUCTIONS ON HOW TO COPY THIS TEMPLATE

PLEASE NAVIGATE TO FILE THEN CLICK ON MAKE A COPY (SEE ATTACHED IMAGE BELOW)

