WORK BREAKDOWN STRUCTURE:

**Contents**

[**Outline View** 2](#_Toc453336459)

[**Hierarchical Structure DBP Startup** 3](#_Toc453336460)

[**Tabular View DBP Startup** 4](#_Toc453336461)

[**Tree Structure View DBP Startup** 5](#_Toc453336462)

[**WBS Dictionary Main Project** 6](#_Toc453336462)

[**Outline View Sub Project** 7](#_Toc453336462)

[**Hierarchical Structure DBP Store Project** 8](#_Toc453336460)

[**Tabular View DBP Store Project** 9](#_Toc453336461)

[**Tree Structure View DBP Store Project** 10](#_Toc453336462)

[**WBS Dictionary Sub Project** 11](#_Toc453336463)

[**Glossary of Terms** 12](#_Toc453336464)

# **Outline View**

1. Management System
   1. Initiation
      1. Evaluation & Recommendations
      2. Develop Project Charter
      3. *Deliverable:* Submit Project Charter
      4. Project Sponsor Reviews Project Charter
      5. Project Charter Signed/Approved
   2. Planning
      1. Create Preliminary Scope Statement
      2. Determine Project Team
      3. Project Team Kickoff Meeting
      4. Develop Project Plan
      5. Submit Project Plan
      6. *Milestone:* Project Plan Approval
   3. Execution
      1. Project Kickoff Meeting
      2. Verify & Validate User Requirements
      3. Supply Contracts
      4. Procure Properties
      5. Build Store
      6. Install Appliances
      7. Human Resources
      8. Supply Stock
      9. Open First Day of Business
   4. Control
      1. Project Management
      2. Project Status Meetings
      3. Risk Management
      4. Update Project Management Plan
   5. Closeout
      1. Audit Procurement
      2. Document Lessons Learned
      3. Update Files/Records
      4. Gain Formal Acceptance
      5. Archive Files/Documents

# **Hierarchical Structure**

**Please Note: The following excerpt was taken from the DBP Business Startup Plan and is only for Reference purposes.**

|  |  |  |
| --- | --- | --- |
| **Level** | **WBS Code** | **Element Name** |
| 1 | 1 | Management System |
| 2 | 1.1 | Initiation |
| 3 | 1.1.1 | Evaluation & Recommendations |
| 4 | 1.1.2 | Develop Project Charter |
| 5 | 1.1.3 | Deliverable: Submit Project Charter |
| 6 | 1.1.4 | Project Sponsor Reviews Project Charter |
| 7 | 1.1.5 | Project Charter Signed/Approved |
| 2 | 1.2 | Planning |
| 3 | 1.2.1 | Create Preliminary Scope Statement |
| 4 | 1.2.2 | Determine Project Team |
| 5 | 1.2.3 | Project Team Kickoff Meeting |
| 6 | 1.2.4 | Develop Project Plan |
| 7 | 1.2.5 | Submit Project Plan |
| 8 | 1.2.6 | Milestone: Project Plan Approval |
| 2 | 1.3 | Execution |
| 3 | 1.3.1 | Project Kickoff Meeting |
| 4 | 1.3.2 | Verify & Validate User Requirements |
| 5 | 1.3.3 | Supply Contracts |
| 6 | 1.3.4 | Procure Properties |
| 7 | 1.3.5 | Build Store |
| 8 | 1.3.6 | Install Appliances |
| 9 | 1.3.7 | Human Resources |
| 10 | 1.3.8 | Supply Stock |
| 11 | 1.3.9 | Open First Day of Business |
| 2 | 1.4 | Control |
| 3 | 1.4.1 | Project Management |
| 4 | 1.4.2 | Project Status Meetings |
| 5 | 1.4.3 | Risk Management |
| 6 | 1.4.4 | Update Project Management Plan |
| 2 | 1.5 | Closeout |
| 3 | 1.5.1 | Audit Procurement |
| 4 | 1.5.2 | Document Lessons Learned |
| 5 | 1.5.3 | Update Files/Records |
| 6 | 1.5.4 | Gain Formal Acceptance |
| 7 | 1.5.5 | Archive Files/Documents |

# **Tabular View**

|  |  |  |
| --- | --- | --- |
| **Level 1** | **Level 2** | **Level 3** |
| 1 Management System | 1.1 Initiation | 1.1.1 Evaluation & Recommendations  1.1.2 Develop Project Charter  1.1.3 Deliverable: Submit Project Charter  1.1.4 Project Sponsor Reviews Project Charter  1.1.5 Project Charter Signed/Approved |
| 1.2 Planning | 1.2.1 Create Preliminary Scope Statement  1.2.2 Determine Project Team  1.2.3 Project Team Kickoff Meeting  1.2.4 Develop Project Plan  1.2.5 Submit Project Plan  1.2.6 Milestone: Project Plan Approval |
| 1.3 Execution | 1.3.1 Project Kickoff Meeting  1.3.2 Verify & Validate User Requirements  1.3.3 Supply Contracts  1.3.4 Procure Properties  1.3.6 Install Appliances  1.3.7 Human Resources  1.3.8 Supply Stock  1.3.9 Open First Day of Business |
| 1.4 Control | 1.4.1 Project Management  1.4.2 Project Status Meetings  1.4.3 Risk Management  1.4.4 Update Project Management Plan |
| 1.5 Closeout | 1.5.1 Audit Procurement  1.5.2 Document Lessons Learned  1.5.3 Update Files/Records  1.5.4 Gain Formal Acceptance  1.5.5 Archive Files/Documents |

# **Tree Structure View**

# **WBS Dictionary**

| **Level** | **WBS Code** | **Element Name** | **Definition** |
| --- | --- | --- | --- |
| 1 | 1 | Management System | All work to implement a new DBP Franchise Business. |
| 2 | 1.1 | Initiation | The work to initiate the project. |
| 3 | 1.1.2 | Develop Project Charter | Project Manager to develop the Project Charter. |
| 4 | 1.1.4 | Project Sponsor Reviews Project Charter | Project sponsor reviews the Project Charter. |
| 5 | 1.1.5 | Project Charter Signed/Approved | The Project Sponsor signs the Project Charter which authorizes the Project Manager to move to the Planning Process. |
| 2 | 1.2 | Planning | The work for the planning process for the project. |
| 3 | 1.2.1 | Create Preliminary Scope Statement | Project Manager creates a Preliminary Scope Statement. |
| 4 | 1.2.2 | Determine Project Team | The Project Manager determines the project team and requests the resources. |
| 5 | 1.2.3 | Project Team Kickoff Meeting | The planning process is officially started with a project kickoff meeting which includes the Project Manager, Project Team and Project Sponsor (optional). |
| 6 | 1.2.4 | Develop Project Plan | Under the direction of the Project Manager the team develops the project plan. |
| 7 | 1.2.5 | Submit Project Plan | Project Manager submits the project plan for approval. |
| 8 | 1.2.6 | Milestone: Project Plan Approval | The project plan is approved and the Project Manager has permission to proceed to execute the project according to the project plan. |
| 2 | 1.3 | Execution | Work involved to execute the project. |
| 3 | 1.3.1 | Project Kickoff Meeting | Project Manager conducts a formal kick off meeting with the project team, project stakeholders and project sponsor. |
| 4 | 1.3.2 | Verify & Validate User Requirements | The original user requirements is reviewed by the project manager and team, then validated with the users/stakeholders. This is where additional clarification may be needed. |
| 5 | 1.3.3 | Supply Contracts | Procure contracts with vital suppliers, fresh local Produce Especially |
| 6 | 1.3.4 | Procure of Properties | The procurement of all Properties and facilities needed for the project. |
| 7 | 1.3.5 | Build Store | Begin Sub Project, DBP Store Construction |
| 8 | 1.3.6 | Install Appliances | Install blenders, refrigerators, ovens, juicers, etc. |
| 9 | 1.3.7 | Human Resources | All users are provided with a four-hour training class. Additionally, managers are provided with an additional two hours class to cover advanced reporting. |
| 10 | 1.3.8 | Supply Stock | Contracted suppliers and vendors begin stocking store. |
| 11 | 1.3.9 | Open First Day of Business | Store opens for all Customers. |
| 2 | 1.4 | Control | The work involved for the control process of the project. |
| 3 | 1.4.1 | Project Management | Overall project management for the project. |
| 4 | 1.4.2 | Project Status Meetings | Weekly team status meetings. |
| 5 | 1.4.3 | Risk Management | Risk management efforts as defined in the Risk Management Plan. |
| 2 | 1.5 | Closeout | The work to close-out the project. |
| 3 | 1.5.1 | Audit Procurement | An audit of all hardware and software procured for the project, ensures that all procured products are accounted for and in the asset management system. |
| 4 | 1.5.2 | Document Lessons Learned | Project Manager along with the project team performs a lessons learned meeting and documents the lessons learned for the project. |
| 5 | 1.5.3 | Update Files/Records | All files and records are updated to reflect the widget management system. |
| 6 | 1.5.4 | Gain Formal Acceptance | The Project Sponsor formally accepts the project by signing the acceptance document included in the project plan. |

Sub Project DBP Store Construction

# **Outline View DBP Store project**

1. DBP Store WSB
   1. Phase 1
      1. Evaluation & Recommendations
      2. Develop Plans and Schematics
      3. *Deliverable:* Plans Ok'd by Planning Dept*.*
      4. *Deliverable*: All Building Permits Attained
      5. Groundwork and Engineering Started
   2. Phase 2
      1. Deconstruction, Foundation, Drainage, Sidewalk Engineering
      2. 1rst Inspections, DBP, County, City Planning and Building
      3. Any Needed Modifications on Plans, New Plans ok'd.
      4. Install Plumbing and Groundwork
      5. Install Drainage
      6. Prepare Foundations and Sidewalk; Pour Concrete
   3. Phase 3
      1. Inspections Plan Modifications and Plan Sign-offs
      2. Framing, Electric, Pluming
      3. Insulation
      4. Framing, Electric, Plumbing Inspections
      5. Drywall Ruff Roof, Sinks, Faucets, and Toilets
      6. Inspections
      7. Hardy Backer, Stucco, Tile, Blacktop, Outdoor Lights
      8. Inspections
      9. Paint
   4. Phase 4
      1. Inspections, Plan Modifications, Sign-offs
      2. Roofing, Countertops, Finish Carpentry
      3. Parking Lot Striping
      4. Signage, Solar, Alarms, Music, P.O.S, Networks, Phones
   5. Closeout
      1. Final City, County Inspections
      2. Final Quality Assurance DBP
      3. Project Sign-offs
      4. Final Production Meeting and Review
      5. Publish Notes for Procedural Changes; Archive Files & Documents

# **Hierarchical Structure DBP STore**

|  |  |  |
| --- | --- | --- |
| **Level** | **WBS Code** | **Element Name** |
| 1 | 2 | DBP Store WSB |
| 2 | 2.1 | Phase 1 |
| 3 | 2.1.1 | Evaluation & Recommendations |
| 4 | 2.1.2 | Develop Plans and Schematics |
| 5 | 2.1.3 | Deliverable: Plans Ok'd by Planning Dept. |
| 6 | 2.1.4 | Deliverable: All Building Permits Attained |
| 7 | 2.1.5 | Groundwork and Engineering Started |
| 2 | 2.2 | Phase 2 |
| 3 | 2.2.1 | Deconstruction, Foundation, Drainage, Sidewalk Engineering |
| 4 | 2.2.2 | 1rst Inspections, DBP, County, City Planning and Building |
| 5 | 2.2.3 | Any Needed Modifications on Plans, New Plans ok'd. |
| 6 | 2.2.4 | Install Plumbing and Groundwork |
| 7 | 2.2.5 | Install Drainage |
| 8 | 2.2.6 | Prepare Foundations and Sidewalk; Pour Concrete |
| 2 | 2.3 | Phase 3 |
| 3 | 2.3.1 | Inspections Plan Modifications and Plan Sign-offs |
| 4 | 2.3.2 | Framing, Electric, Pluming |
| 5 | 2.3.3 | Insulation |
| 6 | 2.3.4 | Framing, Electric, Plumbing Inspections |
| 7 | 2.3.5 | Drywall Ruff Roof, Sinks, Faucets, and Toilets |
| 8 | 2.3.6 | Inspections |
| 9 | 2.3.7 | Hardy Backer, Stucco, Tile, Blacktop, Outdoor Lights |
| 10 | 2.3.8 | Inspections |
| 11 | 2.3.9 | Paint |
| 2 | 2.4 | Phase 4 |
| 3 | 2.4.1 | Inspections, Plan Modifications, Sign-offs |
| 4 | 2.4.2 | Roofing, Countertops, Finish Carpentry |
| 5 | 2.4.3 | Parking Lot Striping |
| 6 | 2.4.4 | Signage, Solar, Alarms, Music, P.O.S, Networks, Phones |
| 2 | 2.5 | Closeout |
| 3 | 2.5.1 | Final City, County Inspections |
| 4 | 2.5.2 | Final Quality Assurance DBP |
| 5 | 2.5.3 | Project Sign-offs |
| 6 | 2.5.4 | Final Production Meeting and Review |
| 7 | 2.5.5 | Publish Notes for Procedural Changes; Archive Files & Documents |

# **Tabular View**

|  |  |  |
| --- | --- | --- |
| **Level 1** | **Level 2** | **Level 3** |
| 2 Management System | 2.1 Phase 1 | 2.1.1 Evaluation & Recommendations  2.1.2 Develop Plans and Schematics  2.1.3 Deliverable: Plans Ok'd by Planning Dept  2.1.4 Deliverable: All Building Permits Attained  2.1.5 Groundwork and Engineering Started |
| 2.2 Phase 2 | 2.2.1 Deconstruction, Foundation, Drainage, Sidewalk Engineering  2.2.2 1rst Inspections, DBP, County, City Planning and Building  2.2.3 Any Needed Modifications on Plans, New Plans ok'd.  2.2.4 Install Plumbing and Groundwork  2.2.5 Install Drainage  2.2.6 Prepare Foundations and Sidewalk; Pour Concrete |
| 2.3 Phase 3 | 2.3.1 Inspections Plan Modifications and Plan Sign-offs  2.3.2 Framing, Electric, Pluming  2.3.3 Insulation  2.3.4 Framing, Electric, Plumbing Inspections  2.3.5 Drywall Ruff Roof, Sinks, Faucets, and Toilets  2.3.6 Inspections  2.3.7 Hardy Backer, Stucco, Tile, Blacktop, Outdoor Lights  2.3.8 Inspections  2.3.9 Paint |
| 2.4 Phase 4 | 2.4.1 Inspections, Plan Modifications, Sign-offs  2.4.2 Roofing, Countertops, Finish Carpentry  2.4.3 Parking Lot Striping  2.4.4 Signage, Solar, Alarms, Music, P.O.S, Networks, Phones |
| 2.5 Closeout | 2.5.1 Final City, County Inspections  2.5.2 Final Quality Assurance DBP  2.5.3 Project Sign-offs  2.5.4 Final Production Meeting and Review  2.5.5 Publish Notes for Procedural Changes; Archive Files & Documents |

# **WBS Dictionary**

| **Level** | **WBS Code** | **Element Name** | **Definition** |
| --- | --- | --- | --- |
| 1 | 2 | DBP Store | All work to implement the construction of a DBP Store at a new Franchise Location. |
| 2 | 2.1 | Phase 1 | The work to initiate the sub-project. |
| 3 | 2.1.1 | Evaluation & Recommendations | Evaluation Procured Properties, to develop building plan |
| 4 | 2.1.2 | Develop Plans and Schematics | Plans for Remodeling of existing facilities, Plans for Kiosk |
| 5 | 2.1.3 | Deliverable: Plans Ok'd by Planning Dept | All plans pass City, and County Building Planning & DBP Quality Assurance |
| 6 | 2.1.4 | Deliverable: All Building Permits Attained | All Building Permits attained from City, County, and State. |
| 7 | 2.1.5 | Groundwork Engineering Started | Compaction, Drainage, Electric Conduit, Water Supply, Sewer, and Leveling For Slab Engineering Only |
| 2 | 2.2 | Phase 2 | Building Begins Groundwork |
| 3 | 2.2.1 | Deconstruction, Demolition, Foundations | Deconstruction, Demolition, Foundations, Footings Dug, Curb and Sidewalks Engineered |
| 4 | 2.2.2 | 1rst Inspections, DBP, County, City Planning and Building | Ground Compaction Inspection, City Inspector, County Inspector, DBP Inspector. |
| 5 | 2.2.3 | Any Needed Modifications on Plans, New Plans ok'd. | After inspection any modification needed are made to the plans, plans are sent and reviewed and signed by the Planning Dept, Managers, and Forman’s |
| 6 | 2.2.4 | Install Plumbing and Groundwork | Ground Work Begins for Conduit, and Plumbing |
| 7 | 2.2.5 | Install Drainage | Ground Work, Drainage, Sewer |
| 8 | 2.2.6 | Prepare Foundations and Sidewalk; Pour Concrete | Foundation Forms, Sidewalk Forms, Iron Work, Form Inspections by Inspectors. Once Cleared Pour Concrete. |
| 2 | 2.3 | Phase 3 | Framing and Ruff Cut |
| 3 | 2.3.1 | Inspections Plan Modifications and Plan Sign-offs | Inspections for Cost Tracking, City Planning, Quality Assurance, Future Needs scheduled. |
| 4 | 2.3.2 | Framing, Electric, Pluming | Framing for Remodel & New construction Kiosk. Electric Service setup, Romex, Outlets, Lighting Boxes, Indoor Plumbing Installed. |
| 5 | 2.3.3 | Insulation | Ridged Insulation is installed before inspection, all others after inspections |
| 6 | 2.3.4 | Framing, Electric, Plumbing Inspections | All Framing Inspections performed by City, County and DBP, Insulation Installed afterward Hardy Backer is installed or other outdoor siding |
| 7 | 2.3.5 | Drywall Ruff Roof, Sinks, Faucets, and Toilets | All Drywall installed and Taped and Textured, Then Sinks and Toilets and plumbing appliances. Roof is framed and covered |
| 8 | 2.3.6 | Inspections | Electric Inspections, Roof Inspections, City Planning, and DBP |
| 9 | 2.3.7 | Hardy Backer, Stucco, Tile, Blacktop, Outdoor Lights | Hardy Baker is prepped, Stucco work done, Tile work done, Blacktop installed, Outdoor Lights Installed. |
| 10 | 2.3.8 | Inspections | All Inspections Performed. |
| 11 | 2.3.9 | Paint | All Interior and Exterior Painting |
| 2 | 2.4 | Phase 4 | Finish Carpentry |
| 3 | 2.4.1 | Inspections, Plan Modifications, Sign-offs | Overall project Tracking, Inspection from City, County and DBP. Modifications if needed. |
| 4 | 2.4.2 | Roofing, Countertops, Finish Carpentry | Roofing Done, Countertops, Display Cases, Wilkins, Finish Carpentry, Bathroom Stalls put in. |
| 5 | 2.4.3 | Parking Lot Striping | All Parking Lot Striping and Land Scaping Completed. Handicap access. |
| 6 | 2.4.4 | Signage, Solar, Alarms, Music, P.O.S, Networks, Phones | All Sign and Menus installed, Solar Power, Alarms, Music Systems, Point of Sale Systems and Order Tracking, Networks, and Telephone systems |
| 2 | 2.5 | Closeout | The work to close-out the project. |
| 3 | 2.5.1 | Final City, County Inspections | All final City and County Inspections Performed |
| 4 | 2.5.2 | Final Quality Assurance DBP | All Dutch Brothers Quality Assurance Inspections Completed |
| 5 | 2.5.3 | Project Sign-offs | Deliverables Sign off by DBP |
| 6 | 2.5.4 | Final Production Meeting and Review | Review of what worked and what did not, Procedure change recommendations. |
| 7 | 2.5.5 | Publish Notes for Procedural Changes; Archive Files & Documents | Document changes and archive all project files and documents for the future. |

# **Glossary of Terms**

DBP Dutch Brothers Plus

Level of Effort: Level of Effort (LOE) is how much work is required to complete a task.

WBS Code: A unique identifier assigned to each element in a Work Breakdown Structure for the purpose of designating the elements hierarchical location within the WBS.

Work Package: A Work Package is a deliverable or work component at the lowest level of its WBS branch.

WBS Component: A component of a WBS which is located at any level. It can be a Work Package or a WBS Element as there's no restriction on what a WBS Component is.

WBS Element: A WBS Element is a single WBS component and its associated attributes located anywhere within a WBS. A WBS Element can contain work, or it can contain other WBS Elements or Work Packages.