

WORK BREAKDOWN STRUCTURE:

CONTENTS

Outline View	2
Hierarchical Structure DBP Startup.....	3
Tabular View DBP Startup	4
Tree Structure View DBP Startup.....	5
WBS Dictionary Main Project	6
Outline View Sub Project	7
Hierarchical Structure DBP Store Project.....	8
Tabular View DBP Store Project.....	9
Tree Structure View DBP Store Project.....	10
WBS Dictionary Sub Project	11
Glossary of Terms	12

OUTLINE VIEW

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
 - 1.3.5.Build Store
 - 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

HIERARCHICAL STRUCTURE

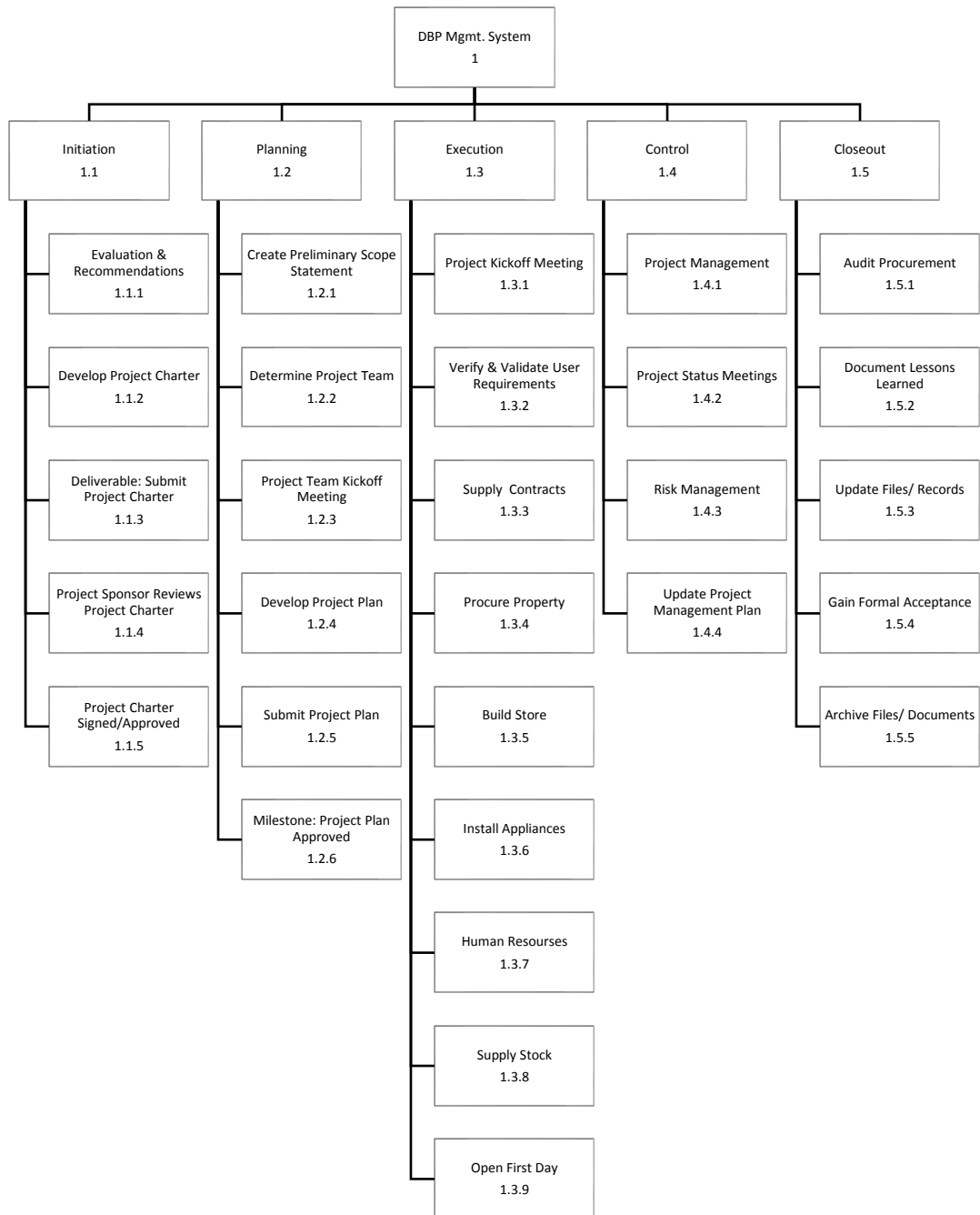
Please Note: The following excerpt was taken from the DBP Business Startup Plan and is only for Reference purposes.

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

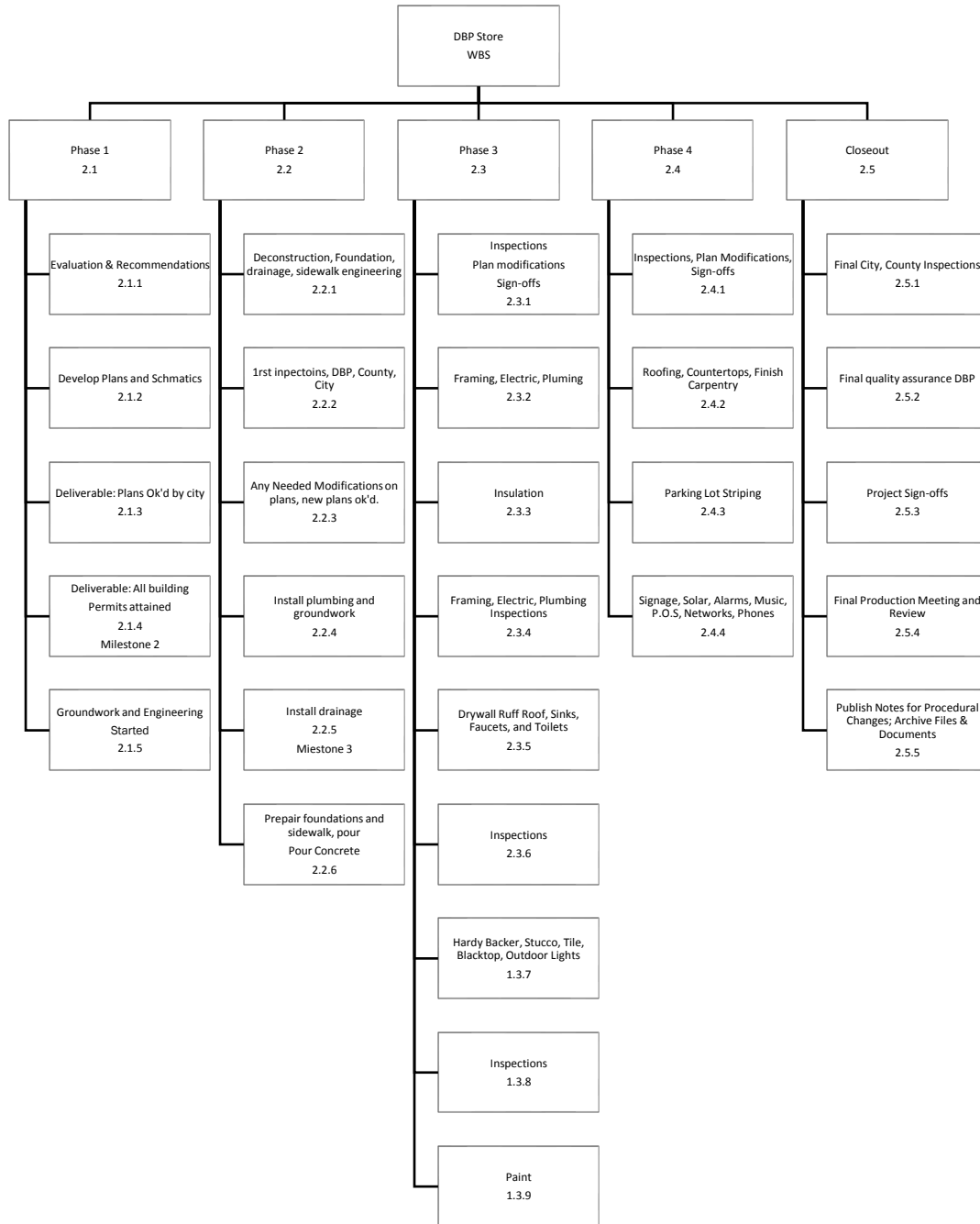
2. DBP Store WSB
 - 2.1. Phase 1
 - 2.1.1. Evaluation & Recommendations
 - 2.1.2. Develop Plans and Schematics
 - 2.1.3. *Deliverable*: Plans Ok'd by Planning Dept.
 - 2.1.4. *Deliverable*: All Building Permits Attained
 - 2.1.5. Groundwork and Engineering Started
 - 2.2. Phase 2
 - 2.2.1. Deconstruction, Foundation, Drainage, Sidewalk Engineering
 - 2.2.2. 1st 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, Plumbing
 - 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

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	1st 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, Plumbing
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, Plumbing 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



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	1st 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, Plumbing	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.