

Embry-Riddle Aeronautical University  
Work Breakdown Structure Dictionary Example  
18 February, 2013

WBS Dictionary							
<b><u>WBS Element No./Name:</u></b> WBS 1.3/Process Improvement Plan	<b><u>Date:</u></b> 13 Feb 13						
<b><u>Author/Organization:</u></b> W. E. B. Dubois							
<b><u>Email Address:</u></b>	<b><u>Phone:</u></b>						
<b><u>Estimate Summary:</u></b> <table> <tr> <td>Labor</td> <td>\$2019.00</td> </tr> <tr> <td>Subcontracts</td> <td>\$7000.00</td> </tr> <tr> <td><b>Total</b></td> <td><b>\$9019.00</b></td> </tr> </table>		Labor	\$2019.00	Subcontracts	\$7000.00	<b>Total</b>	<b>\$9019.00</b>
Labor	\$2019.00						
Subcontracts	\$7000.00						
<b>Total</b>	<b>\$9019.00</b>						
<b><u>WBS Element Description:</u></b> <p>After gathering of all research and data present the different options to the team. Once all options have been defined the team will make a final decision on what to present to the University Steering Committee for a recommended organization structure. Once the organization structure is defined research on required hardware, software and facilities upgrades needs to be conducted to determine the cost of implementing the recommended changes.</p>							
<b><u>Activities Description:</u></b> <p>A1.3a Gather and organize research  A1.3b Schedule meeting  A1.3c Develop meeting agenda  A1.3d Conduct decision Meeting  A1.3e Capture meeting minutes and final decision  A1.3f Contract Cisco for hardware, software and facilities upgrades required  A1.3g Develop the final plan to present to the University Steering Committee  A1.3h Deliver Read-Ahead Packet</p>							
<b><u>Key Cost-Driving Assumptions:</u></b> <p>Major cost drivers will be the contract work by Cisco and labor hours required to write and review of the final plan document.</p>							
<b><u>Task Entry/Exit Criteria:</u></b> <p>WBS 1.1, 1.2 has to be completed prior to the decision meeting (WBS 1.3.1). The final report from Cisco on the required upgrades needs to be completed prior to the plan (WBS 1.3.3) can be created.</p>							

				Labor Hours By Labor Category					
<b>Labor</b>	Detailed Task Description WBS 1.1	Start Date	End Date	CIO \$52.00	ACIO \$44.00	Business Analyst \$22.00	SME \$150	Secretary \$19.00	Total Cost
A1.3a	Gather and organize research	13 March, 2013	13 March, 2013				2		\$300.00
A1.3b	Schedule meeting	13 March, 2013	13 March, 2013					1	\$19.00
A1.3c	Develop meeting agenda	13 March, 2013	13 March, 2013	1					\$52.00
A1.3d	Conduct decision Meeting	14 March, 2013	14 March, 2013	2	2	2	2		\$536.00
A1.3e	Capture meeting minutes and final decision	14 March, 2013	14 March, 2013					2	\$38.00
A1.3g	Develop final plan to present to the steering committee	14 March, 2013	14 March, 2013	4	4		4	2	\$1022.00
A1.3h	Deliver Read-Ahead Packet	15 March, 2013	15 March, 2013	1					\$52.00
		Total Hours by Category:		8	6	2	8	5	
		Total Labor Cost by Category		\$416	\$264	\$44.00	\$1200.00	\$95.00	\$2,019.00
<b>Subcontract</b>	Task Statement/Activity				Con- tractor	Location	Total \$		Est. \$\$\$
A1.3f	Contract Cisco for hardware, software and facilities upgrades				Cisco		\$7,000		\$7,000