

EFFICIENT WORK BREAKDOWN STRUCTURE (WBS) IMPLEMENTATION FOR EFFECTIVE PROJECT MANAGEMENT

Level 1	Level 2	Level 3	Description	Responsible
Project				Project Manager
	Scope		Define project scope	Project Manager
			Collect requirements	Business Analyst
			Identify stakeholders	Project Manager
	Schedule		Schedule project meetings	Project Manager
			Develop project timeline	Project Manager
			Define project milestones	Project Manager
			Identify project dependencies	Project Manager
			Determine project critical path	Project Manager
	Resources		Establish project constraints	Project Manager
			Identify required resources	Project Manager
			Allocate project budget	Project Manager
			Assign project team members	Project Manager
			Acquire necessary tools and software	Project Manager
	Quality		Develop quality management plan	Quality Manager
			Define quality standards	Quality Manager
			Conduct quality inspections	Quality Manager
			Implement quality control measures	Quality Manager
	Communication		Establish project communication plan	Project Manager
			Define communication channels	Project Manager
			Conduct regular project status meetings	Project Manager
			Facilitate stakeholder communication	Project Manager
	Risk		Identify project risks	Risk Manager
			Assess risk probability and impact	Risk Manager
			Develop risk mitigation strategies	Risk Manager
			Implement risk response plans	Risk Manager
	Integration		Coordinate project integration	Project Manager
			Test and validate integrated components	Testing Team
			Manage dependencies between project components	Project Manager
			Ensure proper system functionality	Project Manager
			Perform system integration testing	Testing Team
			Obtain client sign-off on integrated deliverables	Project Manager
	Documentation		Create project documentation	Technical Writer
			Prepare user manuals and guides	Technical Writer
			Document project processes and procedures	Technical Writer
			Generate final project reports	Project Manager
			Archive project documents	Project Manager

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