

Work Breakdown Structure:

Prepared For: Georgia Department of Revenue, Compliance Division

1.0 Initiating

- 1.1 Form Team
- 1.2 Determine Team Leader
- 1.3 Determine Meeting Times
 - 1.3.1 Create Kick off Meeting Report
- 1.4 Identify Key Stakeholders
- 1.5 Prepare Letter of Agreement
- 1.6 Prepare Team Assignments

2.0 Planning

- 2.1 Hold Project Meeting
 - 2.1.1 Create Weekly Progress Report
- 2.2 Prepare Work Breakdown Structure
- 2.3 Create Object Use-Case Models
- 2.4 Prepare Project Schedule
 - 2.4.1 Determine Task Resources
 - 2.4.2 Determine Calendar for Project
 - 2.4.3 Determine Task Durations
 - 2.4.4 Determine Task Dependencies
 - 2.4.5 Create draft Gantt Chart
 - 2.4.6 Review and finalize Gantt chart
- 2.5 Prepare Project Plan
 - 2.5.1 Determine Resources
 - 2.5.2 Assign weekly tasks
 - 2.5.3 Identify, discuss, and prioritize risks
 - 2.5.4 Determine System Specifications
- 2.6 Discuss Change Control Report
- 2.7 Prepare Requirements Document
 - 2.7.1 Determine Project Goal
 - 2.7.2 Determine Technical Requirements
 - 2.7.3 Create Use-Case Scenarios
- 2.8 Discuss Project Quality Management
 - 2.8.1 Quality Planning
 - 2.8.2 Quality Assurance
 - 2.8.3 Quality Control
- 2.9 Prepare Test Plan
 - 2.9.1 Develop Test Cases
 - 2.9.1.1 Test Purpose
 - 2.9.1.2 Test Preconditions
 - 2.9.1.3 Test Post-condition
 - 2.9.1.4 Test Cases
 - 2.9.2 Create Test Results Forms
 - 2.9.3 Create Error Report
 - 2.9.3.1 Assign Project Change
 - 2.9.3.2 Implement Project Change

2.9.3.3 Document Project Change

3.0 Determine Data Delivery Structure

- 3.1 Research Data Structure
- 3.2 Coordinate Data Structure with Both Teams
- 3.3 Gain Approval for Database Structure From Client

4.0 Develop Web Interface for Project Documents

- 4.1 Develop Overall Look and Structure
- 4.2 Determine links and information structure
- 4.3 Weekly maintenance of web site
 - 4.3.1 Upload all new documents
 - 4.3.2 Replaced and update existing files
 - 4.3.3 Maintain Site Map

5.0 Determine Type of Synchronization

- 5.1 Research Syndication System of the PalmOS Systems
- 5.2 Determine Synchronization Program
- 5.3 Implement Synchronization Program
 - 5.3.1 Develop the synchronization code
 - 5.3.2 Incorporate the synchronization code into the project
 - 5.3.3 Test the synchronization code

6.0 User Interface

- 6.1 The Application will use a PDA Application for PalmOS
- 6.2 Develop the Interface
 - 6.2.1 Coordinate the look with the other team
 - 6.2.2 Gain Final Approval for the Interface from the Client
- 6.3 User Syncs' with main database before use
- 6.4 User Enters Job Information Screen
 - 6.4.1 Add New Job Information
 - 6.4.1.1 Enter Dates
 - 6.4.1.2 Enter Job Name
 - 6.4.1.3 Enter Contact Name
 - 6.4.1.4 Enter Contact Phone Number
 - 6.4.1.5 Enter Job Location
 - 6.4.1.6 Select Job Code
 - 6.4.1.7 Select Supervisor Code
 - 6.4.1.8 Enter Job Memo
 - 6.4.2 Edit Job Information
 - 6.4.2.1 Edit Information
 - 6.4.2.2 Delete Information
 - 6.4.2.3 Update Information
 - 6.4.2.4 Save Information
- 6.5 Query Job Information
 - 6.5.1 Select date from a calendar dropdown
 - 6.5.1.1 Data is retrieved for editing purposes.
 - 6.5.1.2 Timesheets/Itinerary
- 6.6 Enter Time Sheet information
 - 6.6.1 Select date from a calendar dropdown

- 6.6.1.1 Ability to Add/Update information
 - 6.6.1.1.1 Add Information to Time Sheet
 - 6.6.1.1.1.1 Select Job Code
 - 6.6.1.1.1.2 Select Supervisor
 - 6.6.1.1.1.3 Enter Date
 - 6.6.1.1.1.4 Enter Hours
 - 6.6.1.1.2 Update Information to Time Sheet
 - 6.6.1.1.2.1 Change Information
 - 6.6.1.1.2.2 Add to Existing Information
 - 6.6.1.1.2.3 Delete Information
 - 6.6.1.1.2.4 Save Information
- 6.6.1.2 Enter Auditors Travel
 - 6.6.1.2.1 Enter Flight Information
 - 6.6.1.2.1.1 Airline Name
 - 6.6.1.2.1.2 Flight Number
 - 6.6.1.2.1.3 Departure Date
 - 6.6.1.2.1.4 Departure Time
 - 6.6.1.2.1.5 Arrival Date
 - 6.6.1.2.1.6 Arrival Time
 - 6.6.1.2.2 Enter Car Rental Information
 - 6.6.1.2.2.1 Company Name
 - 6.6.1.2.2.2 Company Location
 - 6.6.1.2.2.2.1 Drop-off Location
 - 6.6.1.2.2.3 Car Type
 - 6.6.1.2.2.4 Pickup Date
 - 6.6.1.2.2.5 Pickup Time
 - 6.6.1.2.2.6 Drop-off Date
 - 6.6.1.2.2.7 Drop-off Time
 - 6.6.1.2.3 Enter Hotel Information
 - 6.6.1.2.3.1 Hotel Name
 - 6.6.1.2.3.2 Hotel Address
 - 6.6.1.2.3.3 Hotel Phone Number
 - 6.6.1.2.3.4 Airline Name
 - 6.6.1.2.3.5 Flight Number
 - 6.6.1.2.3.6 Departure Date
 - 6.6.1.2.3.7 Departure Time
 - 6.6.1.2.3.8 Arrival Date
 - 6.6.1.2.3.9 Arrival Time

6.7 Query Time Sheet Information

- 6.7.1 Select date from a calendar dropdown
 - 6.7.1.1 Data is available for Update/Delete/Add Information
 - 6.7.1.2 Save Time Sheet Information

7.0 Develop Testing

- 7.1 Create Unit Test
- 7.2 Develop (Whitebox Testing) Unit Testing in Parallel With Development
 - 7.2.1 Document Testing Procedures
 - 7.2.2 Document All Bugs Found
 - 7.2.3 Document Fixes For the Program

7.3 Develop (Blackbox Testing) Testing for Quality Assurance for the Program Interface

7.3.1 Document Testing Procedures

7.3.2 Document All Bugs Found

7.3.3 Document Fixes For the Program

8.0 In-Service Support

8.1 Provide 1 Day of on site training

8.2 Provide copy of source code and all supporting files

8.3 Application Documentation

8.3.1 Contact Person: Henry Rutherford III

8.3.2 Help Files

9.0 Closing

9.1 Final Project Report

9.2 Final Project Presentation

9.3 Formal Acceptance of Project

9.4 Documenting Lessons Learned