

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 Determine Type of Synchronization

- 4.1 Research Syndication System of the PalmOS Systems
- 4.2 Determine Synchronization Program
- 4.3 Implement Synchronization Program

5.0 Develop Web Interface for Project Documents

- 5.1 Develop Overall Look and Structure
- 5.2 Determine links and information structure
- 5.3 Weekly maintenance of web site
 - 5.3.1 Upload all new documents
 - 5.3.2 Replaced and update existing files
 - 5.3.3 Maintain Site Map

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 Sync

- 6.3.1 Assess to User records only
 - 6.3.1.1 Timesheets/Itinerary
 - 6.3.1.2 Create Timesheet/Itinerary
 - 6.3.1.2.1 Enter Dates
 - 6.3.1.2.2 Enter Job Name
 - 6.3.1.2.3 Enter Contact Name
 - 6.3.1.2.4 Enter Place
 - 6.3.1.2.5 Select Job Code
 - 6.3.1.2.6 Enter Job Memo
 - 6.3.1.2.7
 - 6.3.1.3 Update Timesheet/Itinerary
 - 6.3.1.3.1 Ability to Query Job Data
 - 6.3.1.3.1.1 By Specify Date
 - 6.3.1.3.1.2 By Range of Dates
 - 6.3.1.3.2 Ability to Search Schedule
 - 6.3.1.3.2.1 By Day
 - 6.3.1.3.2.2 By Week
 - 6.3.1.3.2.3 By Month
 - 6.3.1.3.3 Ability to Enter Expense Information
 - 6.3.1.3.3.1 Enter Flight Information
 - 6.3.1.3.3.1.1 Airline Name
 - 6.3.1.3.3.1.2 Flight Number
 - 6.3.1.3.3.1.3 Departure Date
 - 6.3.1.3.3.1.4 Departure Time
 - 6.3.1.3.3.1.5 Arrival Date

- 6.3.1.3.3.1.6 Arrival Time
- 6.3.1.3.3.2 Enter Car Rental Information
 - 6.3.1.3.3.2.1 Company Name
 - 6.3.1.3.3.2.2 Company Location
 - 6.3.1.3.3.2.2.1 Drop-off Location
 - 6.3.1.3.3.2.3 Car Type
 - 6.3.1.3.3.2.4 Pickup Date
 - 6.3.1.3.3.2.5 Pickup Time
 - 6.3.1.3.3.2.6 Drop-off Date
 - 6.3.1.3.3.2.7 Drop-off Time
- 6.3.1.3.3.3 Enter Hotel Information
 - 6.3.1.3.3.3.1 Hotel Name
 - 6.3.1.3.3.3.2 Hotel Address
 - 6.3.1.3.3.3.3 Hotel Phone Number

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