

# MISM 4165 Project Management Assignment 2: Work Breakdown Structure and Project Schedule for Employee Recognition & Training System Project

## Project Overview:

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The Columbus Consolidated Government (CCG) has recently approved a project to implement a new enterprise-wide web-based training and recognition system for all city employees. The system will improve the city's ability to attract retain qualified employees by formally recognizing employees who achieve performance goals or complete training/certifications. By acknowledging employee achievements, it is anticipated that employee turnover will be reduced and job satisfaction will increase. As the project manager, you have developed a project charter and preliminary scope statement. The City has allocated \$85,000 and the project is expected to last approximately 6 months. Several product-related tasks have been identified and listed below based on the project requirements, however, additional research will be needed to fully develop the WBS and prepare the project schedule. Note: Review the preliminary Project Scope Statement for the ERT Project for additional information.

## Instructions:

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This assignment has two deliverables: A WBS and a Project Schedule

1. **Create a Work Breakdown Structure (WBS) for the project in tabular form using Word.** See Figure 3-3 in your textbook for examples. The initial WBS should be defined in terms of what needs to be done to complete the project with deliverables stated as nouns. Use the Project Management Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing) as the Level 2 tasks. Your final WBS structure for the project should identify a minimum of 30 total tasks decomposed to level 3 (1.1) or level 4 (1.1.1).
2. **Develop a project schedule (Gantt chart) in MS Project** based on the WBS. Estimate the duration for each task and assign the task dependencies and milestones (approximately 3-4 milestones for the project). The project duration from the Initiating Process to Closing should be approximately 6 months.

## Product-Related Deliverables for the CCG Employee Recognition & Training System Project:

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The following are initial requirements based on the preliminary scope statement – your WBS should have additional deliverables listed based on your research. All deliverables listed below are part of the **Executing** process group:

- Needs Assessment (Determine what type of training and professional development employees want). Survey will need to be created, administered, and results analyzed. Report on survey results to City Manager and HR Director.
- Research on Commercial software/apps for both training/recognition administration and for delivery of training (e.g., web-based certificate courses that can be accessed via website or mobile app).
- Vendor Selection (RFP, Vendor Review & Selection, Contract Negotiation, etc.) for software.
- Web-based Course Catalog
- Web-based Searchable Database to maintain records of employee's professional development, recognition, skills, certificates, and digital badges
- Communication plan for employees
- Training for managers & HR employees
- Implementation of software (pilot test, roll-out)

## Assessment:

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Criteria	Weight
Part 1: WBS fully developed with tasks written in correct format (as deliverables), decomposed into the correct process groups, comprehensive, and realistic deliverables identified for project. Both project and product-related deliverables should be included.	50%
Part 2: Project Schedule using a Gantt chart (task dependencies set, timescale set (Weeks-Months), and durations set correctly and realistically); Milestones (3-4) added to schedule.	50%

## File Submission

Upload both documents (Word file for WBS) and .mpp file (MS Project) of the Gantt chart (see example below) to the Assignment 2 Dropbox. Check the decomposition of your project so that all deliverables are stated in nouns and include at least (3) milestones.

### Sample Project Schedule (University Grant Management System)

