Work Breakdown Structure

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| **Sample Planning Document** |
| Develop a Work Breakdown Structure (WBS) to ensure that you do not overlook a significant part of a complex activity or underestimate the time and money needed to complete the work. Use multiple pages as needed. |
| **Describe The Overall Project** |
| The overall project will migrate 3 web servers and 2 databases to a new physical data center. The project requires that 5 new servers be provisioned in the new data center: these servers will mirror the production servers existing in the old data center. The new servers will be built to the same specifications as the old ones; they will run the same applications and have the same content. Once implemented, the new equipment will be tested functionally. The site will have a cutover and “go live” date. Finally, the old equipment will be decommissioned and reabsorbed into inventory. |
| **Major Task** |
| Obtain equipment |
| **Level 1 Subtasks**Purchase 3 web servers and 2 databases.Ship equipment to new data center |
| **Level 2 Subtasks**Cut P.O. and order serversAlert data center that equipment is slated for arrival |
| **Subtask Duration**7 days |
| **Major Task** |
| Provision and implement equipment |
| **Level 1 Subtasks**Physically install hardwareLoad operating systemsLoad applicationsMirror content to new servers |
| **Level 2 Subtasks**Rack and cable new equipment in data center and ensure physical and network connectivity.Load base-level operating system for web and database servers.Load application – level software, including web server software, database applications, and any requirement dependenciesCopy configurations from production sites, transfer to new servers and load appropriately. |
| **Subtask Duration**8 days |
| **Major Task** |
| Test equipment |
| **Level 1 Subtasks**Test Machine |
| **Level 2 Subtasks**Ensure network connectivity, as well as web and database access functionality and integrity |
| **Subtask Duration**2 days |
| **Major Tasks** |
| Go live with new equipment |
| **Level 1 Subtasks**Cut over to new production siteCheck data and content integrity |
| **Level 2 Subtasks**Switch web and database access to new sitesRun a service of predetermined tests to ensure that data is accurate and that any updates since mirroring have been captured and applied as necessary. |
| **Subtask duration**2 days |
| **Major Task** |
| Test again |
| **Level 1 Subtasks**Let sites burn in for 24 hours and check integrity one again |
| **Level 2 Subtasks**Run series of tests once more to ensure that updates and logging are functioning correctly |
| **Subtask duration**1 day |
| **Major Task** |
| Decommission old equipment |
| **Level 1 subtasks**Remove equipment from data center.Reabsorb equipment for future use. |
| **Level 2 Subtasks**De-install equipment; erase software and content.Ship equipment back to inventory. |
| **Subtask Duration**2 days |