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 servers  Alert data center that equipment is slated for arrival |
| **Subtask Duration**  7 days |
| **Major Task** |
| Provision and implement equipment |
| **Level 1 Subtasks**  Physically install hardware  Load operating systems  Load applications  Mirror 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 dependencies  Copy 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 site  Check data and content integrity |
| **Level 2 Subtasks**  Switch web and database access to new sites  Run 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 |