

WORK BREAKDOWN STRUCTURE

The work breakdown structure (WBS) is a deliverable and scope-oriented breakdown of a project. It is a key project deliverable that organizes the work into manageable tasks, decomposing the work from the largest deliverable down the hierarchy to the smallest component. As such, it is a key input for budgeting and scheduling purposes.

Phase	Level/Code	Activity Name	Description	Task
1	1.0	Pre-Design	Analysis & project management documentation	
	1.1	Discovery	Client analysis	
	1.1.1	Training Needs Analysis	Complete the TNA via observations & interviews	✓
	1.1.2	Personas	Create personas for no less than each of the key stakeholders	✓
	1.2	Project Management Plan	Tracking scope, cost, schedule, and quality of the deliverables	
	1.2.1	Project Charter	Create a complete project charter to be delivered w/ agreement	✓
	1.2.2	Client Agreement & Schedule	Create a client agreement w/ permission for UMGC access	✓
	1.2.3	Stakeholder Register	Create a matrix of stakeholders, interest levels, etc.	✓
	1.2.4	Work Breakdown Structure	A full list of all assignable work, from pre-design to delivery	✓
	1.2.5	Risk Register	Generate a risk management plan with mitigation/contingencies	✓
	1.2.6	Schedule & Gantt Chart	Expand on the schedule to include WBS items, due dates, etc.	✓
2	2.0	Design	Mapping objectives, curriculum development	

	2.1	Goals & Objectives	Identify all learning goals and SMART/ABCD objectives for each	
	2.1.1	Unit Definition	Use TNA to list six goals where a goal equals a unit w/ lessons.	✓
	2.1.2	Onboarding Unit	Create goals for an onboarding unit (ie., using Classroom)	✓
	2.1.3	Lesson Definition	Break goals into SMART/ABCD/Bloom objectives, one per lesson.	✓
	2.2	Timing & Assessments	Specify a method and metric per objective; box by time estimate	
	2.2.1	Method & Metric	Attach a method of lesson delivery and metrics for assessment	
	2.2.1.1	UDL - Representation	Ensure each method has two modes of delivery, ie. video & text	✓
	2.2.1.2	UDL - Expression	Provide assessment alternatives, ie. quiz vs. journaling prompt	✓
	2.2.1.3	Rubrics	Create rubrics where activities need to meet success criteria	✓
	2.2.2	Spaced Learning	Add reviews and reiterations to support spaced learning.	
	2.2.2.1	UDL - Expression	Provide review alternatives, ie. quiz vs. quizlet flash cards	✓
	2.2.3	Estimate Lesson Durations	Provide timing estimates; ensure each unit/goal is <=1hr. total	✓
	2.2.4	Add Pre/Post Survey	Add pre/post surveys to design for measuring knowledge change	✓
	2.2.5	Add Handoff Information	Assemble curriculum breakdown into a full design specification	
	2.2.5.1	Overview	Prepend design w/ overview including tech details and flowchart, instructions for accessing folders/tools/software.	✓
	2.2.5.2	Wireframes	A sketch and description of what the user interface (UI) should look like in each lesson, each type of assessment, and each type of instruction or interactivity	✓

	2.2.5.3	Media / Asset List	A list of multimedia elements that will be included (+source)	✓
	2.2.5.4	Developer Notes	Should web links open in a new window? Embed videos or link out? Font, image size, coloring, margin, and formatting direction	✓
3	3.0	Prototyping	Initial development of design in google classroom	
	3.1	Unit 1 - Development	Onboarding unit & syllabus to introduce learner	
	3.1.1	Setup Unit in Classroom	Setup unit, lessons, and flow between them in Google Classroom	✓
	3.1.2	Create Applicable Copy	Draft the text/scripts that will be used in this unit's lessons	✓
	3.1.3	Create Applicable Media	Create any videos, infographics, etc. needed for unit lessons	✓
	3.1.4	UDL/Accessibility Check	QA pass for multiple channels (subtitles, etc.), color contrast, etc.	✓
	3.2	Unit 2 - Development	First set of client goals + objectives	
	3.2.1	Setup Unit in Classroom	Setup unit, lessons, and flow between them in Google Classroom	✓
	3.2.2	Create Applicable Copy	Draft the text/scripts that will be used in this unit's lessons	✓
	3.2.3	Create Applicable Media	Create any videos, infographics, etc. needed for unit lessons	✓
	3.2.4	UDL/Accessibility Check	QA pass for multiple channels (subtitles, etc.), color contrast, etc.	✓
	3.3	Unit 3 - Development	Second set of client goals + objectives	
	3.3.1	Setup Unit in Classroom	Setup unit, lessons, and flow between them in Google Classroom	✓
	3.3.2	Create Applicable Copy	Draft the text/scripts that will be used in this unit's lessons	✓
	3.3.3	Create Applicable Media	Create any videos, infographics, etc. needed for unit lessons	✓

	3.3.4	UDL/Accessibility Check	QA pass for multiple channels (subtitles, etc.), color contrast, etc.	✓
	3.4	Unit 4 - Rough Development	Third set of client goals + objectives	
	3.4.1	Setup Unit in Classroom	Setup unit, lessons, and flow between them in Google Classroom	✓
	3.5	Unit 5 - Rough Development	Fourth set of client goals + objectives	
	3.5.1	Setup Unit in Classroom	Setup unit, lessons, and flow between them in Google Classroom	✓
	3.6	Unit 6 - Rough Development	Fifth set of client goals + objectives	
	3.6.1	Setup Unit in Classroom	Setup unit, lessons, and flow between them in Google Classroom	✓
	3.8	Usability Study Setup	Create a usability study to be run via focus group	
	3.8.1	Create Questionnaire	Setup mixed qualitative/quantitative survey in Google Forms	✓
	3.8.2	Distribute Questionnaire	Send email with instructions for testing and reporting	✓
	3.8.3	Evaluate Data	Evaluate critical feedback and incorporate changes as needed	✓
4	4.0	Development	Completion of the Development & Delivery	
	4.1	Unit 1 - Revisions & Final Dev	Onboarding unit & syllabus to introduce learner	
	4.1.1	Integrate Usability Feedback	Make any required changes to the Unit 1 lesson stack	✓
	4.2	Unit 2 - Revisions & Final Dev	First set of client goals + objectives	
	4.2.1	Integrate Usability Feedback	Make any required changes to the Unit 2 lesson stack	✓
	4.3	Unit 3 - Revisions & Final Dev	Second set of client goals + objectives	
	4.3.1	Integrate Usability Feedback	Make any required changes to the Unit 3 lesson stack	✓

	4.4	Unit 4 - Final Development	Third set of client goals + objectives	
	4.4.1	Create Applicable Copy	Draft the text/scripts that will be used in this unit's lessons	✓
	4.4.2	Create Applicable Media	Create any videos, infographics, etc. needed for unit lessons	✓
	4.4.3	UDL/Accessibility Check	QA pass for multiple channels (subtitles, etc.), color contrast, etc.	✓
	4.5	Unit 5 - Final Development	Fourth set of client goals + objectives	
	4.5.1	Create Applicable Copy	Draft the text/scripts that will be used in this unit's lessons	✓
	4.5.2	Create Applicable Media	Create any videos, infographics, etc. needed for unit lessons	✓
	4.5.3	UDL/Accessibility Check	QA pass for multiple channels (subtitles, etc.), color contrast, etc.	✓
	4.6	Unit 6 - Final Development	Fifth set of client goals + objectives	
	4.6.1	Create Applicable Copy	Draft the text/scripts that will be used in this unit's lessons	✓
	4.6.2	Create Applicable Media	Create any videos, infographics, etc. needed for unit lessons	✓
	4.6.3	UDL/Accessibility Check	QA pass for multiple channels (subtitles, etc.), color contrast, etc.	✓
	4.8	Final Delivery Package	Assemble all remaining requirements for an ADDIE delivery	
	4.8.1	Create a Prospectus	Create a brochure that identifies and clearly explains the main issue or problem under critical consideration and how this learning experience overcomes it.	✓
	4.8.2	Implementation Plan	Instructions, aids, and tips addressed to the client for editing and revising this learning experience in the future.	✓

	4.8.3	Evaluation Plan	At least three suggested learning analytics questions for clients to review and investigate and/or methodology to compare pre/post knowledge checks (2.2.4).	✓
	4.8.4	Client Presentation	Final executive board presentation to present this course release.	✓