# Week 2 Assignment: Work Breakdown Structure (WBS)

# and Gantt Chart

# Guidelines and Rubric

# Purpose

The purpose of the Nurse Executive Track Concluding Graduate Experience (CGE) is to prepare the current and emerging leader for an important part of leadership practice: Leading Organizational Change. Through this point in the CGE, your preparation for leading organizational change has focused on planning concepts and tools for practice change, process change, or quality improvement projects. You have explored and practiced the following project management concepts thus far:

* PICOT Development
* Project Charter
* Scope of Work
* Communication Plan
* Project Deliverables
* Critical Success Factors

The next step in our planning process is to break the larger project down into smaller, more manageable tasks. To do this you will be introduced to the Work Breakdown Structure or WBS. Smaller work packages will allow you to do some additional things in upcoming lessons to better manage the project and increase the chances of success. For instance, once you have smaller tasks identified you can then assign timelines for each task and plot the timeline on a graph that is called a Gantt chart. You can also identify colleagues for each task and determine their level of responsibility and/or accountability for the task. The WBS is an important step in properly planning any change initiative, regardless of the size or scope of the project.

In this assignment, you will define and document the project’s tasks and project’s deliverables and their relationships to each. You will develop the work-breakdown structure (WBS) and project timelines using a Gantt chart.

The WBS identifies the project’s tasks that need to be completed by priority. This breakdown helps the project team identify all tasks needed to get the work done and the resources necessary to complete it. This framework allows you to assign tasks to individual team members, making them accountable for those tasks in the process. It is important that all tasks be identified and broken down since project delays or even failure frequently result from forgotten or overlooked tasks rather than imprecise guesstimates.

The Gantt chart, named after Henry Gantt, clearly shows the start and completion dates for all major project activities and subtasks. The Gantt chart is straightforward, easy to understand, and simple to change. It provides a snapshot of the project, and one can immediately identify task durations and distinguish tasks dependent upon other tasks to be completed before they are started. Understanding of all dependencies is critical for the project manager who is ultimately responsible for time, budgets, and resource allocation.

There are many ways to build a Gantt chart, and you will be provided with several aids to help you. There are many “how to” videos on sites like YouTube that you might want to explore as well. Although you will see two separate tools in the lesson, most often a combined WBS/Gantt chart is developed that combines the two tools. A template for a combined WBS/Gantt chart is provided here that you may use if you wish.

# Course Outcomes

This activity enables you to meet the following course outcome(s):

1. Apply evidence-based leadership skills and concepts in the execution and evaluation of an executive-level practice change project. (PO 4, 5)

# Due Date

Sunday 11:59 p.m. MT at the end of Week 2

# Total Points Possible

100 points

# Assignment Overview

Please complete the following requirements:

* Complete the WBS and Gantt chart documents.
* All project tasks must be identified and broken down in your WBS.
* The Gantt chart must provide timelines for all major project tasks and subtasks using a Gantt chart model of your choosing.

# Assignment Instructions

* A combined WBS/Gantt chart is an acceptable deliverable for this assignment
* Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the current edition.

# Revision Process

If you do not receive at least a **proficient rating** in any **content** category, you can re-submit your assignment with revision to that content category to improve the points earned within that specific section. Please note the following guidelines:

* After receiving your assignment grade, you have **one** opportunity to resubmit.
* In order to resubmit, your initial submission must have been a complete assignment. Rough drafts will not be graded or allowed for resubmission.
* Only **content** sections that did not receive at least a proficient rating with the first submission may be revised to earn a better score in that content category. APA format and writing style will not be re-graded.
* Points possible for revised and resubmitted work will not exceed the “proficient” rubric category (84%).
* Any revision must be submitted for re-evaluation within 7 days after the assignment grade is posted. For example, if your assignment grade is posted on Friday at 12 noon MT, you have until the following Friday at 12 noon MT to resubmit any content area that did not earn a proficient rating.
* Within 7 days from your resubmission, the class instructor will post your score for the resubmitted work.

**Steps to follow for resubmission** **of a content section within an assignment that did not earn a proficient rating on the rubric:**

* Contact your class instructor privately via email, phone, or Canvas private message to inform him/her that you plan to resubmit a content section of the assignment that did not receive a proficient rating on the rubric.
* Submit the assignment in its entirety (including the rewritten content section) within 7 days of the original assignment grade being posted.

# Assignment Criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Points** | **%** | **Description** |
| All the tasks are broken down into their lowest levels and follow the sample format for the WBS. | 40 | 40% | The Work Breakdown Structure meets all of the following criteria:   * There are at least four major task categories listed. * All major task categories are broken down to at least two sub-levels. * The WBS is presented in either a hierarchical our outline format. |
| Gantt chart shows all major project tasks. All tasks are labeled. | 40 | 40% | The Gantt chart meets all of the following criteria:   * All major and sub-tasks from the WBS are represented. * Each task and sub-task have a start and end date. * The Gantt chart is presented in an acceptable graph format. |
| Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the current edition. | 20 | 20% | Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the current edition. |
| **Total** | **100** | **100%** | A quality assignment will meet or exceed all of the above requirements. |

**Grading Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Assignment Criteria** | Distinguished  (100%) | | Exceeds  (92%) | Proficient  (84%) | Developing  (0%) |
| All the tasks are broken down into their lowest levels and follow the sample format for the WBS. | **40 Points** | | **37 Points** | **34 Points** | **0 Points** |
| The Work Breakdown Structure meets all of the following criteria:   * There are at least four major task categories listed. * All major task categories are broken down to at least two sub-levels.   The WBS is presented in either a hierarchical or outline format. | | The Work Breakdown Structure meets only two of the following criteria:   * There are at least four major task categories listed. * All major task categories are broken down to at least two sub-levels.   The WBS is presented in either a hierarchical or outline format. | The Work Breakdown Structure meets only one of the following criteria:   * There are at least four major task categories listed. * All major task categories are broken down to at least two sub-levels.   The WBS is presented in either a hierarchical or outline format. | No WBS submitted |
| **40 Points** | | **37 Points** | **34 Points** | **0 Points** |
| Gantt chart shows all major project tasks. All tasks are labeled. | The Gantt chart meets all of the following criteria:   * All major and sub-tasks from the WBS are represented. * Each task and sub-task have a start and end date.   The Gantt chart is presented in an acceptable graph format. | | The Gantt chart meets only two of the following criteria:   * All major and sub-tasks from the WBS are represented. * Each task and sub-task have a start and end date.   The Gantt chart is presented in an acceptable graph format. | The Gantt chart meets only one of the following criteria:   * All major and sub-tasks from the WBS are represented. * Each task and sub-task have a start and end date.   The Gantt chart is presented in an acceptable graph format. | Gantt chart is not submitted. |
| **20 Points** | | **18 Points** | **16 Points** | **0 Points** |
| Grammar, spelling, punctuation, references, and citations are consistent with formal academic writing and APA format as expressed in the current edition. | No grammar, spelling, punctuation, reference, citation, or APA errors | 1-2 total grammar, spelling, punctuation, reference, citation, or APA errors | | 3-5 more total grammar, spelling, punctuation, reference, citation, or APA errors | 6 or more total grammar, spelling, punctuation, reference, citation, or APA errors |
|  | | | |  | **\_\_\_\_\_of 100 points** |