

WBS Dictionary

WBS Identifier	Work Package Name	Activities required to complete Work Package	Deliverable/s	Person Responsible	Budget	Resources
1.1	Partnership Agreements	Secure agreements with all key partners	Signed partnership agreements with City Council, NPO, Architectural Universities, and International Volunteer Centre	Neda Bodiroza, NPO Director	\$250.00	Existing meeting rooms, Legal documents
1.1.1	City Council Partnership Document	Negotiate and finalise partnership terms with the City Council	Signed City Council Partnership Document	Neda Bodiroza, NPO Director	\$0.00	Council Representatives, NPO Meeting Room
1.1.2	NPO Partnership Document	Finalise internal NPO partnership document	Signed NPO Partnership Document	Neda Bodiroza, NPO Director	\$50.00	NPO Director, Existing Legal Counsel
1.1.3	Architectural Universities Partnership	Negotiate and finalise partnership terms with participating Architectural	Signed Architectural Universities Partnership	Neda Bodiroza, NPO Director	\$75.00	University Representatives, MOU templates,

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	Document	Universities	Document			NPO Meeting Room
1.1.4	International Volunteer Centre Collaboration Agreement	Finalise collaboration agreement with the International Volunteer Centre	Signed International Volunteer Centre Collaboration Agreement	Hanah Goth, Director, International Volunteer Centre	\$125.00	International Volunteer Centre staff, Free Video Conferencing
1.2	Project Permits and Approvals	Obtain all necessary permits and approvals for the project	Approved project permits from the City Council for project execution, work camp site, construction site, and school accommodation	Alisha Swain, Executive General Manager Planning and Regulation, Gold Coast City Council	\$500.00	Council staff, Permit application documents
1.2.1	City Council Project Approval	Secure overall project approval from the City Council	City Council Project Approval Document	Alisha Swain, Executive General Manager Planning and Regulation, Gold Coast City Council	\$200.00	Council planning officers, Application fees
1.2.2	Work Camp Site	Obtain permit for the work	Work Camp Site	Jackob Mali, Urban	\$100.00	Council permits

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	Permit	camp site	Permit	Planning Department, City Council		team, Site inspection reports
1.2.3	Construction Site Permit	Obtain permit for the construction site	Construction Site Permit	Michael Jackobic, Construction Management, City Council	\$100.00	Council building inspectors, Construction plans
1.2.4	School Accommodation Agreement	Finalise accommodation agreement with the local school	School Accommodation Agreement	Jessica Heise, Local School Administration	\$100.00	School administrator, Accommodation contracts
1.3	Volunteer Recruitment Package	Develop and implement a comprehensive volunteer recruitment package	Complete volunteer recruitment package including campaign materials, application portal, selection criteria, and letter templates	Hanah Goth, Director, International Volunteer Centre	\$250.00	Online platform, Free marketing materials
1.3.1	Recruitment Campaign Materials	Create engaging recruitment campaign materials	Recruitment Campaign Materials (print and digital)	Hanah Goth, Director, International Volunteer Centre	\$0.00	Free Design software, Printing costs (minimised)

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1.3.2	Online Application Portal	Set up and test the online application portal	Functional Online Application Portal	Hanah Goth, Director, International Volunteer Centre	\$100.00	Web developer (reduced scope), Existing Server space
1.3.3	Volunteer Selection Criteria Document	Develop clear volunteer selection criteria	Volunteer Selection Criteria Document	Hanah Goth, Director, International Volunteer Centre	\$50.00	HR consultant (limited consultation), Selection criteria templates
1.3.4	Acceptance/Rejection Letter Templates	Create templates for acceptance and rejection letters	Acceptance/Rejection Letter Templates	Hanah Goth, Director, International Volunteer Centre	\$100.00	Email templates, Postal services
1.4	Project Charter	Develop a comprehensive project charter	Finalised Project Charter including project objectives, stakeholder register, high-level timeline, and initial budget estimate	Stevan Bodiroza, Project Manager, NPO	\$375.00	Free Project management software, Stakeholder database
1.4.1	Final Project	Define and document the	Final Project	Stevan Bodiroza,	\$125.00	Stakeholder input,

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	Objectives Document	final project objectives	Objectives Document	Project Manager, NPO		Existing Project management tools
1.4.2	Stakeholder Register	Identify and document all project stakeholders	Stakeholder Register	Stevan Bodiroza, Project Manager, NPO	\$0.00	Existing Communication software, NPO Meeting facilities
1.4.3	High-Level Project Timeline	Develop a high-level project timeline	High-Level Project Timeline	Stevan Bodiroza, Project Manager, NPO	\$125.00	Free Project management software, Free Gantt chart software
1.4.4	Initial Budget Estimate	Develop an initial budget estimate for the project	Initial Budget Estimate Document	Stevan Bodiroza, Project Manager, NPO	\$125.00	Free Budgeting software, Cost estimates
2.1	Site Selection Report	Conduct a thorough site selection process	Site Selection Report documenting evaluation criteria, potential sites, site analysis, and final site selection	Jackob Mali, Urban Planning Department, City Council	\$300.00	Site surveyor, Transportation (minimised travel)
2.1.1	Site Evaluation	Define criteria for	Site Evaluation	Jackob Mali, Urban	\$75.00	Stakeholder input,

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	Criteria	evaluating potential sites	Criteria Document	Planning Department, City Council		Site selection criteria templates
2.1.2	Potential Sites List	Identify potential sites based on the evaluation criteria	List of Potential Sites	Jackob Mali, Urban Planning Department, City Council	\$75.00	Online mapping tools, Site visit expenses (minimised)
2.1.3	Site Analysis Reports	Conduct detailed analysis of each potential site	Site Analysis Reports for each potential site	Jackob Mali, Urban Planning Department, City Council	\$75.00	Site surveyor, Environmental impact assessment
2.1.4	Final Site Selection Document	Document the final site selection decision and rationale	Final Site Selection Document	Jackob Mali, Urban Planning Department, City Council	\$75.00	Decision matrix, Free Documentation software
2.2	Logistics Plan	Develop a comprehensive logistics plan	Logistics Plan including accommodation, catering, transportation, and work camp facilities layout	Amelia Cartwright, Logistics Manager	\$300.00	Accommodation booking, Catering quotes (negotiated)

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2.2.1	Accommodation Plan	Develop a plan for volunteer accommodation	Volunteer Accommodation Plan	Amelia Cartwright, Logistics Manager	\$50.00	Online booking platforms, Accommodation contracts (negotiated rates)
2.2.2	Catering Schedule	Create a catering schedule for the work camp	Catering Schedule	Amelia Cartwright, Logistics Manager	\$100.00	Catering suppliers, Dietary requirement lists (bulk purchase)
2.2.3	Transportation Plan	Develop a transportation plan for volunteers and materials	Transportation Plan	Amelia Cartwright, Logistics Manager	\$75.00	Transport companies, Route maps (volunteer transport)
2.2.4	Work Camp Facilities Layout	Design the layout of the work camp facilities	Work Camp Facilities Layout Plan	Amelia Cartwright, Logistics Manager	\$75.00	Free CAD software, Site layout plans
2.3	Design Brief	Create a detailed design brief	Design Brief including project theme, site constraints, design requirements, and	James Smith, Professor, Griffith University	\$300.00	Free Design software, Free Reference materials

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			sustainability guidelines			
2.3.1	Project Theme Document	Define the overall design theme for the project	Project Theme Document	James Smith, Professor, Griffith University	\$50.00	Design thinking workshops, Mood boards (using recycled materials)
2.3.2	Site Constraints Report	Document any site constraints and opportunities	Site Constraints Report	James Smith, Professor, Griffith University	\$75.00	Site surveys, Free Constraint analysis tools
2.3.3	Design Requirements List	List specific design requirements for the project	Design Requirements List	James Smith, Professor, Griffith University	\$100.00	Stakeholder input, Design requirement templates
2.3.4	Sustainability Guidelines	Define sustainability guidelines for the project	Sustainability Guidelines Document	James Smith, Professor, Griffith University	\$75.00	Sustainability guidelines, Environmental impact reports
2.4	Risk Management Plan	Develop a risk management plan	Risk Management Plan including risk register, response	Stevan Bodiroza, Project Manager, NPO	\$125.00	Free Risk management software,

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			strategies, and contingency plans			Contingency planning templates
2.4.1	Risk Register	Identify and document potential project risks	Risk Register	Stevan Bodiroza, Project Manager, NPO	\$25.00	Risk identification workshops, Risk register template
2.4.2	Risk Response Strategies	Develop response strategies for identified risks	Risk Response Strategies Document	Stevan Bodiroza, Project Manager, NPO	\$50.00	Risk response strategies, Mitigation plans
2.4.3	Contingency Plans	Develop contingency plans for potential issues	Contingency Plans Document	Stevan Bodiroza, Project Manager, NPO	\$50.00	Contingency plans, Emergency contact lists
2.5	Project Schedule	Develop a detailed project schedule	Project Schedule including timeline, resource allocation, and milestone list	Stevan Bodiroza, Project Manager, NPO	\$250.00	Free Project management software, Free Scheduling tools
2.5.1	Detailed Timeline	Create a detailed project timeline	Detailed Project Timeline	Stevan Bodiroza, Project Manager, NPO	\$100.00	Free Gantt chart software, Milestone tracking tools

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2.5.2	Resource Allocation Plan	Develop a resource allocation plan	Resource Allocation Plan	Stevan Bodiroza, Project Manager, NPO	\$50.00	Resource allocation matrix, Team assignments
2.5.3	Milestone List	Identify key project milestones	Milestone List	Stevan Bodiroza, Project Manager, NPO	\$100.00	Milestone list, Progress tracking tools
2.6	Communication Plan	Develop a communication plan	Communication Plan including stakeholder matrix, reporting templates, and meeting schedule	Neda Bodiroza, NPO Director	\$0.00	Existing communication channels
2.6.1	Stakeholder Communication Matrix	Create a stakeholder communication matrix	Stakeholder Communication Matrix	Neda Bodiroza, NPO Director	\$0.00	Stakeholder database
2.6.2	Reporting Templates	Develop reporting templates	Reporting Templates	Neda Bodiroza, NPO Director	\$0.00	Report templates
2.6.3	Meeting Schedule	Create a meeting schedule	Meeting Schedule	Neda Bodiroza, NPO Director	\$0.00	Meeting scheduling software

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3.1	Work Camp	Conduct the volunteer work camp	Completed work camp with final design presentations	Tom Wilson, Volunteer Camp Leader	\$12,200	Volunteer accommodation, Workshop materials, Food
3.1.1	Orientation Package	Prepare and deliver the volunteer orientation package	Orientation Package including welcome kit, camp rules, and activity schedule	Tom Wilson, Volunteer Camp Leader	\$1,750	Welcome kits, Orientation materials, Food
3.1.1.1	Welcome Kit	Assemble welcome kits for volunteers	Welcome Kits	Tom Wilson, Volunteer Camp Leader	\$700.00	Welcome packs, Camp information, Food
3.1.1.2	Camp Rules and Guidelines	Establish and communicate camp rules and guidelines	Camp Rules and Guidelines Document	Tom Wilson, Volunteer Camp Leader	\$350.00	Camp guidelines, Code of conduct
3.1.1.3	Schedule of Activities	Create a schedule of activities for the work camp	Work Camp Schedule of Activities	Tom Wilson, Volunteer Camp Leader	\$700.00	Activity schedule, Workshop plans, Food
3.1.2	Design Workshop	Prepare materials for the design workshops	Design Workshop Materials including	James Smith, Professor, Griffith	\$3,500	Design tools, Software licenses,

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	Materials		daily plans, tools, and reference materials	University		Food
3.1.2.1	Daily Workshop Plans	Develop daily plans for the design workshops	Daily Design Workshop Plans	James Smith, Professor, Griffith University	\$1,050	Workshop facilitators, Design briefs, Food
3.1.2.2	Design Tools and Software	Provide necessary design tools and software	Access to Design Tools and Software	James Smith, Professor, Griffith University	\$1,400	Software licenses, Design equipment, Food
3.1.2.3	Reference Materials	Provide relevant design reference materials	Design Reference Materials	James Smith, Professor, Griffith University	\$1,050	Reference books, Online resources, Food
3.1.3	Progress Assessment Reports	Monitor and document work camp progress	Progress Assessment Reports including mid-camp evaluations and feedback session minutes	Tom Wilson, Volunteer Camp Leader	\$1,400	Evaluation forms, Feedback mechanisms, Food
3.1.3.1	Mid-camp	Prepare and conduct mid-	Mid-camp	Tom Wilson, Volunteer	\$700.00	Mid-camp

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	Evaluation Forms	camp evaluations	Evaluation Forms and Results	Camp Leader		evaluation forms, Food
3.1.3.2	Feedback Session Minutes	Document feedback sessions	Feedback Session Minutes	Tom Wilson, Volunteer Camp Leader	\$700.00	Feedback collection tools, Food
3.1.4	Final Design Presentations	Facilitate final design presentations	Final Design Presentations including design boards, 3D models, and project documentation	James Smith, Professor, Griffith University	\$5,600	Presentation materials, 3D modelling software, Food, drinks
3.1.4.1	Design Boards	Create design boards for presentations	Design Boards	Volunteer Architects	\$2,100	Design boards, Printing services, Food
3.1.4.2	3D Models	Develop 3D models of the final design	3D Models	Volunteer Architects	\$2,100	3D modelling software, Rendering services, Food
3.1.4.3	Project Documentation	Compile final project documentation	Final Project Documentation	Volunteer Architects	\$1,400	Documentation software, Project reports, Food

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3.2	Design Review and Approval	Obtain formal review and approval of the final design	Approved Design Package including architectural review, compliance check, and final design	Michael Jackobic, Construction Management, City Council	\$4,237.50	Expert consultants, Compliance software
3.2.1	Architectural Review Report	Conduct an architectural review of the final design	Architectural Review Report	James Smith, Professor, Griffith University	\$1,750	Architectural review panel
3.2.2	Compliance Check Document	Ensure the design meets all necessary regulations	Compliance Check Document	Michael Jackobic, Construction Management, City Council	\$1,225	Compliance checking software
3.2.3	Final Approved Design Package	Compile the final approved design package	Final Approved Design Package	Michael Jackobic, Construction Management, City Council	\$1,262.50	Design documentation, Approval forms
3.3	City Implementation	Manage the city's implementation of the design	Completed construction of the designed project	Michael Jackobic, Construction Management, City	\$5 000.00	Construction equipment, Contractor fees (Pre-

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				Council		construction)
3.3.1	Procurement Documents	Prepare procurement documents for contractor selection	Procurement Documents including RFP, evaluation criteria, and contract templates	Jana Fritz, Procurement Management, City Council	\$1 000.00	Procurement platform, Contract templates
3.3.1.1	Request for Proposals (RFP)	Develop and issue the RFP	Request for Proposals (RFP) Document	Jana Fritz, Procurement Management, City Council	\$500.00	RFP templates, Distribution channels
3.3.1.2	Evaluation Criteria	Define evaluation criteria for contractor selection	Contractor Evaluation Criteria Document	Jana Fritz, Procurement Management, City Council	\$250.00	Evaluation criteria templates
3.3.1.3	Contract Templates	Prepare contract templates	Contract Templates	Jana Fritz, Procurement Management, City Council	\$250.00	Legal counsel, Contract templates

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3.3.2	Construction Management Plan	Develop a construction management plan	Construction Management Plan including schedule, quality control, and safety plan	Michael Jackobic, Construction Management, City Council	\$1 000.00	Project management software, Safety equipment
3.3.2.1	Construction Schedule	Develop a construction schedule	Construction Schedule	Michael Jackobic, Construction Management, City Council	\$250.00	Scheduling software, Construction timeline
3.3.2.2	Quality Control Procedures	Define quality control procedures	Quality Control Procedures Document	Michael Jackobic, Construction Management, City Council	\$375.00	Quality control checklists, Inspection tools
3.3.2.3	Safety Plan	Develop a site safety plan	Site Safety Plan	Michael Jackobic, Construction Management, City Council	\$375.00	Safety guidelines, Safety equipment
3.3.3	Site Inspection Reports	Conduct regular site inspections	Site Inspection Reports including weekly progress	Michael Jackobic, Construction Management, City	\$3 000.00	Inspection reports, Site visits (Pre-

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			reports, quality assurance checklists, and final inspection document	Council		construction)
3.3.3.1	Weekly Progress Reports	Prepare weekly progress reports	Weekly Progress Reports	Michael Jackobic, Construction Management, City Council	\$1 000.00	Site inspectors, Progress reporting tools
3.3.3.2	Quality Assurance Checklists	Conduct quality assurance checks using checklists	Quality Assurance Checklists and Records	Michael Jackobic, Construction Management, City Council	\$1 000.00	Quality assurance checklists, Testing equipment
3.3.3.3	Final Inspection Document	Conduct a final inspection and prepare documentation	Final Inspection Document	Michael Jackobic, Construction Management, City Council	\$1 000.00	Final inspection report, Handover documentation
4.1	Project Evaluation	Evaluate the project's success and outcomes	Project Evaluation Report including volunteer feedback, stakeholder	Stevan Bodiroza, Project Manager, NPO	\$150.00	Survey tools, Reporting software

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			satisfaction, outcomes assessment, and lessons learned			
4.1.1	Volunteer Feedback Report	Gather feedback from volunteers	Volunteer Feedback Report	Emily Parker, Community Engagement Coordinator	\$37.50	Volunteer feedback forms
4.1.2	Stakeholder Satisfaction Survey Results	Conduct a stakeholder satisfaction survey	Stakeholder Satisfaction Survey Results	Stevan Bodiroza, Project Manager, NPO	\$37.50	Stakeholder survey platform
4.1.3	Project Outcomes Assessment	Assess the project outcomes against objectives	Project Outcomes Assessment Report	Stevan Bodiroza, Project Manager, NPO	\$37.50	Project outcome reports
4.1.4	Lessons Learned Document	Document lessons learned during the project	Lessons Learned Document	Stevan Bodiroza, Project Manager, NPO	\$37.50	Lessons learned templates
4.2	Public Unveiling	Plan and execute a public unveiling event	Successful public unveiling event	Lara Falcked - PR Team, City Council	\$450.00	Event venue, Catering, Public information

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						materials
4.2.1	Public Information Package	Prepare public information materials	Public Information Package including press release, brochure, and social media content	Lara Falcked - PR Team, City Council	\$150.00	Printing services, Media distribution
4.2.1.1	Press Release	Write and distribute a press release	Press Release	Lara Falcked - PR Team, City Council	\$45.00	Press release template, Media contacts
4.2.1.2	Project Summary Brochure	Create a project summary brochure	Project Summary Brochure	Lara Falcked - PR Team, City Council	\$60.00	Brochure design, Printing costs (minimized)
4.2.1.3	Social Media Content	Develop social media content	Social Media Content	Lara Falcked - PR Team, City Council	\$45.00	Free Social media management tools
4.2.2	Unveiling Event Plan	Develop a plan for the unveiling event	Unveiling Event Plan including schedule, guest list, and speeches	Lara Falcked - PR Team, City Council	\$225.00	Event planning software, Venue hire (City Hall or community space)

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4.2.2.1	Event Schedule	Create a detailed event schedule	Event Schedule	Lara Falcked - PR Team, City Council	\$75.00	Event schedule template, Logistics coordinator
4.2.2.2	Guest List	Compile a guest list	Guest List	Lara Falcked - PR Team, City Council	\$75.00	Guest list management software
4.2.2.3	Speeches and Presentations	Prepare speeches and presentations	Speeches and Presentations	Lara Falcked - PR Team, City Council	\$75.00	Presentation software, Existing Audio-visual equipment
4.2.3	Commemorative Items	Create commemorative items for the project	Commemorative items (e.g., plaque)	Lara Falcked - PR Team, City Council	\$75.00	Plaque design, Installation tools
4.2.3.1	Plaque Design	Design a commemorative plaque	Plaque Design	Lara Falcked - PR Team, City Council	\$45.00	Plaque design software, Material selection
4.2.3.2	Installation Plan	Develop a plaque installation plan	Plaque Installation Plan	Lara Falcked - PR Team, City Council	\$30.00	Installation crew, Installation materials
4.3	Final Project	Prepare the final project	Final Project Report	Stevan Bodiroza,	\$150.00	Report templates,

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	Report	report	including executive summary, financial report, impact assessment, and future recommendations	Project Manager, NPO		Data analysis tools
4.3.1	Executive Summary	Write an executive summary of the project	Executive Summary	Stevan Bodiroza, Project Manager, NPO	\$37.50	Report writing software
4.3.2	Financial Report	Compile a financial report for the project	Financial Report	Stevan Bodiroza, Project Manager, NPO	\$37.50	Accounting software
4.3.3	Impact Assessment	Conduct a project impact assessment	Impact Assessment Report	Stevan Bodiroza, Project Manager, NPO	\$37.50	Impact assessment tools
4.3.4	Future Recommendations	Provide recommendations for future projects	Future Recommendations Document	Stevan Bodiroza, Project Manager, NPO	\$37.50	Recommendation report templates