

Work Breakdown Structure

The purpose of the Work Breakdown Structure (WBS) is to provide a hierarchical decomposition of the project scope into manageable work packages. It serves us as a fundamental tool for project planning, scheduling, and control. This WBS helps ensure that all project deliverables are identified and accounted for, facilitating better resource allocation, cost estimation, and progress tracking.

For this project, "Shaping the Future of Gold Coast - A Volunteer Camp for Sustainable Urban Transformation," the WBS was developed in collaboration with key stakeholders, including those invited to the kick-off meeting and additional stakeholders identified as valuable contributors to the project's success. This collaborative approach ensured that the WBS accurately reflects the project's scope, objectives, and the needs of all involved parties.

Key stakeholders who contributed to the WBS development include:

- 1. Alisha Swain - Executive General Manager Planning and Regulation, Gold Coast City Council (Project Sponsor)
- 2. Representatives from the Department of Urbanism
- 3. City PR team members
- 4. Project management team from the local non-profit organisation
- 5. Representatives from partnering architectural universities
- 6. Local school administration (providing accommodation)
- 7. Key members from the State volunteering hub
- 8. Representatives from the International Volunteer Centre
- 9. City Procurement Department officials

The deliverables were decomposed into smaller work packages using a top-down approach. Starting with the main project phases, we identified key deliverables for each phase and then broke these down into more specific work packages and tasks. This process was iterative, with input and refinement from the stakeholders to ensure all aspects of the project were captured.

1. Project Initiation

1.1. Partnership Agreements

- 1.1.1. City Council Partnership Document
- 1.1.2. NPO Partnership Document
- 1.1.3. Architectural Universities Partnership Document
- 1.1.4. International Volunteer Centre Collaboration Agreement

1.2. Project Permits and Approvals

- 1.2.1. City Council Project Approval
- 1.2.2. Work Camp Site Permit

- 1.2.3. Construction Site Permit
- 1.2.4. School Accommodation Agreement

1.3. Volunteer Recruitment Package

- 1.3.1. Recruitment Campaign Materials
- 1.3.2. Online Application Portal
- 1.3.3. Volunteer Selection Criteria Document
- 1.3.4. Acceptance/Rejection Letter Templates

1.4. Project Charter

- 1.4.1. Final Project Objectives Document
- 1.4.2. Stakeholder Register
- 1.4.3. High-Level Project Timeline
- 1.4.4. Initial Budget Estimate

2. Planning Phase

2.1. Site Selection Report

- 2.1.1. Site Evaluation Criteria
- 2.1.2. Potential Sites List
- 2.1.3. Site Analysis Reports
- 2.1.4. Final Site Selection Document

2.2. Logistics Plan

- 2.2.1. Accommodation Plan
- 2.2.2. Catering Schedule
- 2.2.3. Transportation Plan
- 2.2.4. Work Camp Facilities Layout

2.3. Design Brief

- 2.3.1. Project Theme Document
- 2.3.2. Site Constraints Report
- 2.3.3. Design Requirements List
- 2.3.4. Sustainability Guidelines

2.4. Risk Management Plan

- 2.4.1. Risk Register
- 2.4.2. Risk Response Strategies
- 2.4.3. Contingency Plans

2.5. Project Schedule

- 2.5.1. Detailed Timeline
- 2.5.2. Resource Allocation Plan
- 2.5.3. Milestone List

2.6. Communication Plan

- 2.6.1. Stakeholder Communication Matrix

- 2.6.2. Reporting Templates
- 2.6.3. Meeting Schedule

3. Execution Phase

3.1. Work Camp

- 3.1.1. Orientation Package
 - 3.1.1.1. Welcome Kit
 - 3.1.1.2. Camp Rules and Guidelines
 - 3.1.1.3. Schedule of Activities
- 3.1.2. Design Workshop Materials
 - 3.1.2.1. Daily Workshop Plans
 - 3.1.2.2. Design Tools and Software
 - 3.1.2.3. Reference Materials
- 3.1.3. Progress Assessment Reports
 - 3.1.3.1. Mid-camp Evaluation Forms
 - 3.1.3.2. Feedback Session Minutes
- 3.1.4. Final Design Presentations
 - 3.1.4.1. Design Boards
 - 3.1.4.2. 3D Models
 - 3.1.4.3. Project Documentation

3.2. Design Review and Approval

- 3.2.1. Architectural Review Report
- 3.2.2. Compliance Check Document
- 3.2.3. Final Approved Design Package

3.3. City Implementation

- 3.3.1. Procurement Documents
 - 3.3.1.1. Request for Proposals (RFP)
 - 3.3.1.2. Evaluation Criteria
 - 3.3.1.3. Contract Templates
- 3.3.2. Construction Management Plan
 - 3.3.2.1. Construction Schedule
 - 3.3.2.2. Quality Control Procedures
 - 3.3.2.3. Safety Plan
- 3.3.3. Site Inspection Reports
 - 3.3.3.1. Weekly Progress Reports
 - 3.3.3.2. Quality Assurance Checklists
 - 3.3.3.3. Final Inspection Document

4. Closing Phase

4.1. Project Evaluation

- 4.1.1. Volunteer Feedback Report
- 4.1.2. Stakeholder Satisfaction Survey Results

- 4.1.3. Project Outcomes Assessment
- 4.1.4. Lessons Learned Document

4.2. Public Unveiling

- 4.2.1. Public Information Package
 - 4.2.1.1. Press Release
 - 4.2.1.2. Project Summary Brochure
 - 4.2.1.3. Social Media Content
- 4.2.2. Unveiling Event Plan
 - 4.2.2.1. Event Schedule
 - 4.2.2.2. Guest List
 - 4.2.2.3. Speeches and Presentations
- 4.2.3. Commemorative Items
 - 4.2.3.1. Plaque Design
 - 4.2.3.2. Installation Plan

4.3. Final Project Report

- 4.3.1. Executive Summary
- 4.3.2. Financial Report
- 4.3.3. Impact Assessment
- 4.3.4. Future Recommendations

This WBS provides a comprehensive breakdown of the project deliverables, ensuring that all aspects of the project are accounted for. Each item is presented as a noun, describing the end product rather than the activities to create it. The numbering system allows for easy reference and tracking of deliverables throughout the project lifecycle.