Capstone Project Proposal Work Breakdown Structure (WBS) & Schedule

Date:

Project Title:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Start Date** | **Finish Date** | **Percent Complete** | **Assigned to:** |
| 1 Assemble Team & Project Kick-off |  |  |  |  |
| 2 Identify a Team Project Topic |  |  |  |  |
| 3 Identify & Analyze Similar Products and Services |  |  |  |  |
| 4 Evaluate Business Viability |  |  |  |  |
| 4.1 SWOT Analysis |  |  |  |  |
| 4.2 Complete a Marketing Analysis |  |  |  |  |
| 5 Review Intellectual Property Conflicts |  |  |  |  |
| 6 Identify In-scope and Out-of-scope features |  |  |  |  |
| 7 Prepare a Hardware Specification |  |  |  |  |
| 8 Prepare a Software Specification |  |  |  |  |
| 9 Identify Items for Purchase |  |  |  |  |
| 9.1 Software |  |  |  |  |
| 9.2 Hardware |  |  |  |  |
| 9.3 Equipment |  |  |  |  |
| 9.4 Training |  |  |  |  |
| 10 Purchase Items |  |  |  |  |
| 11 Prepare the Test Plan |  |  |  |  |
| 12 Prepare the Formal Written Proposal |  |  |  |  |
| 13 Prepare the Formal Proposal Presentation |  |  |  |  |
| 14 Submit Formal Written Proposal |  |  |  |  |
| 15 Deliver Proposal Presentation |  |  |  |  |