

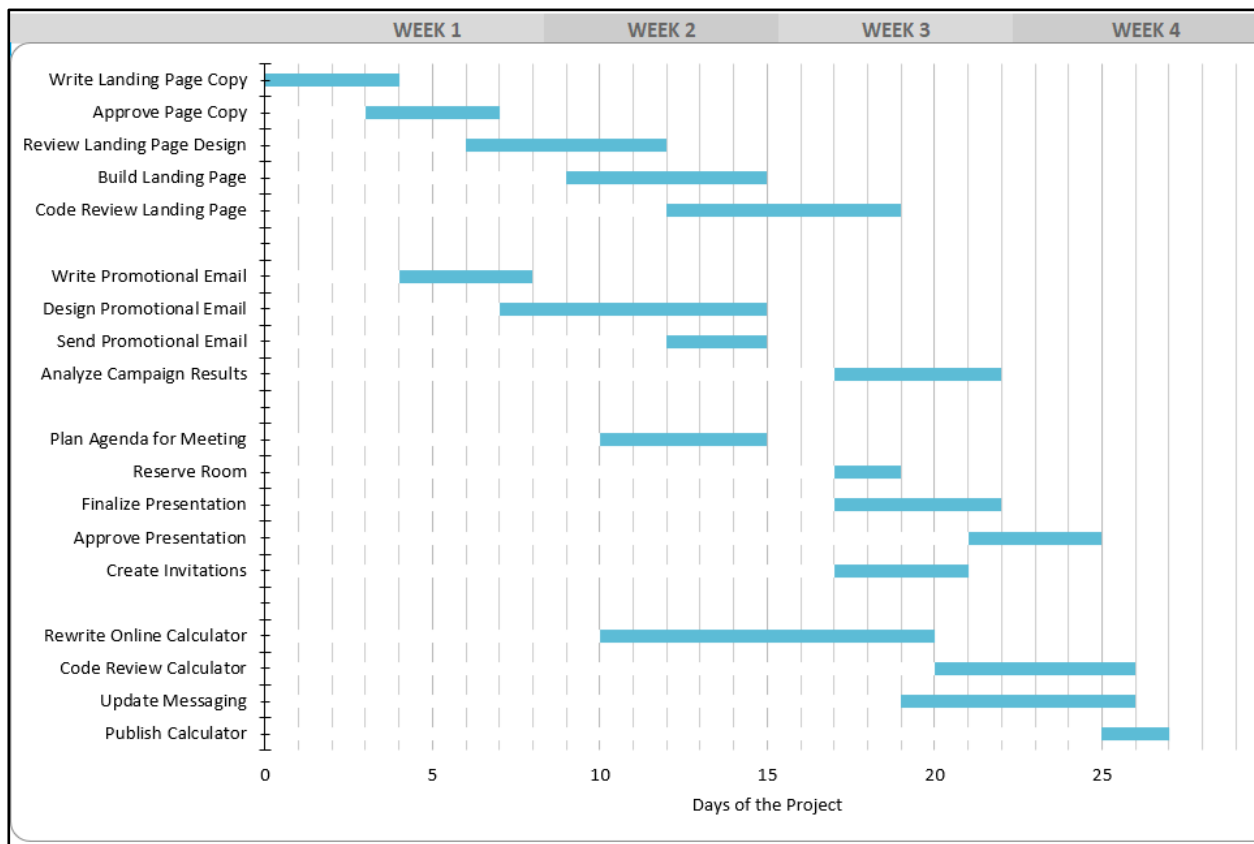
Tools and Systems for Project Management

It is important to get regular status updates in any project. Status reports should contain updates on budget, schedule, and the quality of output (how much you are delivering of your product or service). We do this by using different tools, such as Gantt charts and work breakdown structures (WBS).

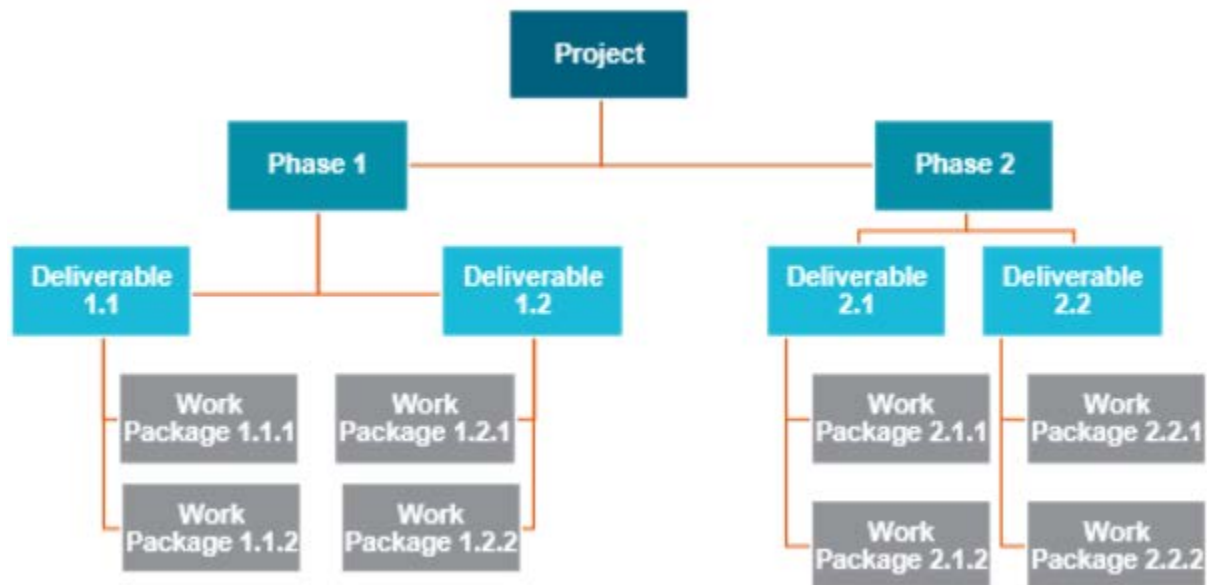
Gantt Charts

Gantt charts, also known as bar charts, represent schedule information. On a Gantt chart, activities are listed on the vertical axis (y-axis), dates are shown on the horizontal axis (x-axis), and activity durations are shown as horizontal bars placed according to start and finish dates. Gantt charts are relatively easy to read and are frequently used in management presentations.

You can see an example of a Gantt chart below. This Gantt chart spans over four weeks, and shows the time it might take to work on specific tasks in that given timeframe.



A **work breakdown structure (WBS)** is a diagram showing the total scope of work to be carried out by the project team to accomplish the project objectives and create the required deliverables.



Work Breakdown Structure Dictionary

The work breakdown structure dictionary is a document that provides detailed deliverables, activities, and scheduling information about each component in the WBS. The WBS dictionary is a document that supports the WBS. Information in the WBS dictionary may include things such as:

- Code of account identifier
- Description of work
- Assumptions and constraints
- Responsible organization
- Schedule milestones
- Quality requirements
- Acceptance criteria
- Technical references
- Agreement information
- Associated schedule activities
- Resources required
- Cost estimates

WORK BREAKDOWN STRUCTURE DICTIONARY					
Restaurant Launch Project		3987K2	Fake Co.	Glenn, Your Favorite Project Manager	
Term/ID Location	Term Description	DEPENDENT UPON	TASK OWNER	TASK RESOURCES	TASK STATUS
1	Activity Title	(TASK ID)			0%
1.1 parts of the menu	Menu Development				0%
1.1.1 appetizer	a small dish that is served before a meal	1.a	Jonathan Truly	Adobe Captivate	0%
1.1.2 dessert	a small dish that usually concludes the main course of a meal, typically consisting of sweet food items	1.b	Jonathan Truly	Adobe Captivate	0%
1.1.3 drinks	a liquid consumed during the course of a person's meal	1.c	Jonathan Truly	Adobe Captivate	0%
1.1.4 entrée	the main course of a meal	1.d	Jonathan Truly	Adobe Captivate	0%
1.2	Task				0%