Work Breakdown Structure

Name:

Institution:

Introduction

For any firm, improving the efficiency of services to potential customers is a priority. As a result, many firms have resorted to improving their operations, to ensure that they serve their customers better. Many firms have reported to invest in the latest technology to ensure fast coordination of their operations, from production to marketing and finally sales of the products. Also, for firms to be able to compete favorably with their counterparts, they ought to improve their operations. Similarly, our firm plans to improve its operations by integrating a new application into the sales section. Below is a work breakdown structure that provides the list of tasks that will be done, and a detailed description of the jobs.

Task 1

In the initial stages of the project, I will organize selected staff from each branch of the firm within the state (Andrews, 2017). The organization of the staff from each outlet will involve the following subtasks:

* Informing the selected staff of the expected changes in the operations of the business at their various outlets. This task would mainly involve branch and sales managers of the firm’s outlets.
* Also, I will introduce the selected staff to the team that will be involved in the setup of this new application for the business.

The duration for this task will be two weeks.

Task 2

For the second task, I will visit the various branches of the firm. During this work, I will perform the following subtasks:

* Inspecting and reviewing the different locations of the firm's offices. During this review, I will record the main observations relating to the new application installation.
* Interviewing some of the employees in these locations to get their experience of the operations in the sales department.

This task will run for two weeks.

Task 3

For this work, I will seek advice and opinions from various participants the project would affect. The subtasks here include:

* Getting an overview of the project’s aim from the management of the firm, to ensure that I stick to the main purpose of the project.
* Seeking advice from technology experts to get a general view of how well I would organize the project and conduct the installation procedures. This sub-task would also involve seeking the opinions of my counterparts to ensure that all stakeholders are at par before the main installation starts.

The duration for this task will be one week.

Task 4

After getting the opinions of the various stakeholders in the previous week’s task, the next task will involve reviewing options in the market for the requirements for the installation of the new application. This task will be very crucial for the project and will help determine the quality of the final product desired by the company ("8 Ways To Ensure Your New-Product Launch Succeeds"). The subtasks in this task will include:

* Assessing the various options of products in the market and selectively choosing the requirements based on their quality and economy.
* Involving the other stakeholders in reviewing the market for the best options that majority stakeholders will agree to.

This product view and review will take two weeks, to ensure that the research is thorough, and the project is of course.

Task 5

After consideration of the prices and settling on the most efficient product, the next task will involve setting up a coordination system. This system will create a seamless communication system through all branches of the firm. In this way, the project will be successful. The subtasks in this section include:

* Integrating the current communication system for the firm so that communications concerning this project are directed to a special outlet. This move will help avoid disorganization of the firm's communication system and will be economical for the project.
* Negotiating terms with the managements of each branch, and the headquarters to assign at least one communications personnel to assist the firm in the coordination of communication during the main project.

Task 6

The next task after setting up a communication system is officially noticing the employees of the firm. This official notice to employees would provide firm’s personnel at every branch with official information of the upcoming project. The sub-tasks will include:

* Organizing the offices to put up memos about the project.
* Visiting various branches together with other stakeholders in the project to physically interact with the employees and other staff, informing them of the projects and the disruptions that may result from the project.

The task will take one week.

Task 7

The next task after the previous week is order and purchase of requirements. This task will prove a milestone for the project. Purchasing requirements will involve the following subtasks:

* Coordinating with the contractors and other stakeholders of the project to provide quotations for the requirements ("How to Start a Sales Operations Department," 2017).
* Coordinating with the firm’s accounts department to provide funding for the purchase of the requirements ("How to Start a Sales Operations Department," 2017).

The duration for this task is one week.

Task 8

This task will involve installation of the purchased requirements. The contractors will use this period to put in place all the required devices. The sub-tasks will include:

* Ensuring that all scheduled installations and are up to required standards by occasional visiting of the various branches of the firm.
* Seeking opinions of employees within the various firm premises to review their experiences of the ongoing project.

The duration of this task is six weeks.

Task 9

This task will involve piloting the new application from selective branches. The application will be rolled out in parts and help the project repair and revise errors that are in projects (Kraus, & Barton, 2017). The subtasks during this time include:

* Integrating selective personnel to give an experience of the new application for sales.
* Recording responses and responding appropriately to the dissatisfaction that may result.

The duration of this project is one week.

Task 10

This task will involve educating the firm’s personnel on how to use the new application. This task will involve releasing the application to all branches of the firms. The subtasks here include:

* Involving the management in the education on the operation of the new application.
* Recording the performance of the employees and evaluating their progress.

This task will take three weeks.

Task 11

This task involves releasing the app officially in all branches of the firm. This task will see the transition of all sales activities to the new application to ensure the primary mission for the project is achieved (Andrews, 2017). Subtasks here include:

* Coordinating with contractors to ensure that the official release of the project is successful.
* Providing employees with further assistance by setting up a question-answer system that will assist those who might have problems using the application.

This task will last for a week since it will involve different release dates for various branches of the firms.

Task 12

This task will include revisiting the different premises of the firm. These visits will help ensure that any issues that may arise from employees at sales department or the management ("Introducing a brand new application for Business Users – The Manage Workspace," 2017). The sub-tasks will include:

* Seeking responses on the experiences of the management on the use of the new application.
* Recording the responses and scheduling a day to make proper repair operations.

The task will run for one week.

Task 13

This task will involve responding to the complaints made by the personnel. The task will include the following subtasks:

* Coordinating with contractors to repair faulty systems in the networking of the scheme.
* Ensuring that the transition to the new application in the sales department is flawless in all branches by getting the general experience of the changes.

This task will take two weeks.

Task 14

This task will entail reviewing the general effect of the new project to the sales operations on the firm’s performance. The subtasks here include:

* Taking seasonal responses from personnel at the sales department.
* Coordinating the management in reviewing the responses of the employees at the sales department

This task will run for twelve weeks.

Task 15

This final task for the installation of this new system will be scheduling system maintenance for this new application. The subtasks include:

* System experts will advise the management of the firm on the best maintenance period to ensure that the system does not fail.
* The employees will be informed of the maintenance schedule, to give them prior knowledge of any maintenance that may down the operations of the system.

This task will take four weeks.

The subtasks of the project are subdivided into three major sections. The sections include:

* Coordination with contractors and counterparts in the project
* Coordination with firm’s management and personnel
* Personal review of the operations of the project.

References

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