

# WBS Solution for PMF Preclass Assignment

**There could be several different WBSs. This is just one answer that addresses all the requirements of Rest Easy Hotels.**

## **Deliverable 1: Pilot Class**

### 1.1. Create the course deliverables

#### 1.1.1. Design the course

- 1.1.1.1. Establish the goals for the course
- 1.1.1.2. Identify the objectives for the course
- 1.1.1.3. Create the high-level design
- 1.1.1.4. Validate the high-level design
- 1.1.1.5. Create the technical design
- 1.1.1.6. Validate the technical design

#### 1.1.2. Develop the course

- 1.1.2.1. Create the content
- 1.1.2.2. Create the media
- 1.1.2.3. Review and edit the content
- 1.1.2.4. Put the content into a student handout
- 1.1.2.5. Put the content into an Instructor's Guide

### 1.2. Train the instructors

- 1.2.1. Identify the instructors
- 1.2.2. Train the instructors

### 1.3. Define the facility requirements for the delivery of the course

### 1.4. Prepare for and deliver the pilot

- 1.4.1. Assemble the materials for the pilot
  - 1.4.1.1. Assemble the student handouts
  - 1.4.1.2. Assemble the Instructor's Guide
- 1.4.2. Reserve an instructor for the pilot date
- 1.4.3. Reserve the facilities

- 1.4.3.1. Locate the facilities where the class can be taught
- 1.4.3.2. Reserve the facilities for all the dates and times required
- 1.4.4. Invite the students
  - 1.4.4.1. Reschedule the students as required to be sure they all attend
- 1.4.5. Deliver the pilot
  - 1.4.5.1. Get input from the course evaluation form
  - 1.4.5.2. Create the course evaluations
  - 1.4.5.3. Deliver the class
  - 1.4.5.4. Pass out the course evaluations to the students
  - 1.4.5.5. Analyze the course evaluations results
- 1.4.6. Make the updates based upon course evaluations

## **Deliverable 2: Deliver the training for the Rest Easy Hotel in Madrid, Spain**

- 2.1. Create the course deliverables
  - 2.1.1. Translate the course into Spanish
  - 2.1.2. Assemble 50 student guides
  - 2.1.3. Assemble the Instructor's Guide with the new content
- 2.2. Reserve the facilities
  - 2.2.1. Locate the facilities that will accommodate the class
  - 2.2.2. Reserve the facilities for all the times and dates required
- 2.3. Book an instructor
  - 2.3.1. Locate a trained instructor who speaks Spanish
  - 2.3.2. Reserve the dates and times with the instructor
- 2.4. Invite the students
  - 2.4.1. Reschedule the students as required so they all attend a class
- 2.5. Deliver the class
  - 2.5.1. Create course evaluations
  - 2.5.2. Deliver the actual class

2.5.3. Pass out the course evaluations to the students

2.5.4. Analyze the course evaluations

### **Deliverable N: Deliver the training for Hotel N in XXX**

N.1. Create the course deliverables

N.1.1. Translate the course into the native language

N.1.2. Assemble 50 student guides

N.1.3. Assemble the Instructor Guide with the new content

N.2. Reserve the facilities

N.2.1. Locate facilities that will accommodate the class

N.2.2. Reserve it for all the times and dates required

N.3. Book an instructor

N.3.1. Locate a trained instructor who speaks the native language

N.3.2. Reserve the dates and times with the instructor

N.4. Invite the students

N.4.1. Reschedule the students as required so they all attend a class

N.5. Deliver the class

N.5.1. Create course evaluations

N.5.2. Deliver the actual class

N.5.3. Pass out course evaluations to the students

N.5.4. Analyze course evaluations