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| --- | --- | --- |
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| May 16, 2015 | [Ref. number]  Marc Arnecke, PMP | | |

|  |
| --- |
| [Project Name] |

|  |
| --- |
| [Sub-Project, phase, etc.] |
| Work Breakdown Structure (WBS) |
| The WBS is a hierarchical decomposition of the total scope of work to be carried out by the project team to accomplish the project objectives and create the required deliverables. |

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# Introduction

The WBS is a hierarchical deliverable oriented decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables. It organizes and defines the total scope of the project.

# WBS

Below are different views. It depends to the project which type to use…

## Outline View

The outline view is similar to a MS Word numbered list...

1. Project Name
   1. Deliverable A
      1. Control Account A1
         1. Work Package
         2. Work Package
         3. …
      2. Control Account A2
         1. Work Package
         2. Work Package
         3. …
   2. Deliverable B
      1. Control Account B1
         1. Work Package
         2. …
      2. Control Account B2
         1. …

## 

## Hierarchical Structure

The hierarchal structure is much similar to the above list, however may be useful in some cases.

|  |  |  |
| --- | --- | --- |
| **Level** | **WBS Code** | **Description** |
| 1 | 1. | Project Name |
| 2 | 1.1 | Deliverable A |
| 3 | 1.1.1 | Control Account A1 |
| 4 | 1.1.1.1 | Work Package |
| 4 | 1.1.1.2 | Work Package |
| 4 | 1.1.1.3 | … |
| 3 | 1.1.2 | Control Account A2 |
| 4 | 1.1.2.1 | Work Package |
| 4 | 1.1.2.2 | … |
| 2 | 1.2 | Deliverable B |
| 3 | 1.2.1 | Control Account B1 |
| 4 | 1.2.1.1 | Work Package |
| 4 | 1.2.1.2 | Work Package |
| 4 | 1.2.1.3 | … |
| 3 | 1.2.2 | Control Account B2 |

## Tabular View

|  |  |  |  |
| --- | --- | --- | --- |
| **Level 1** | **Level 2** | **Level 3** | Level 4 |
| Project Name | Deliverable A | Control Account A1 | Work Package  Work Package  … |
| Control Account A2 | Work Package  … |
| Deliverable B | Control Account B1 | Work Package  Work Package  … |
| Control Account B2 | Work Package |

## 

## Tree Structure View

# WBS Dictionary

The WBS Dictionary describes each WBS component including

* A brief definition of the scope or statement of work,
* Defined deliverable(s),
* Associated activities and a list of milestones,
* The responsible manager,
* Start- & end date,
* Required resources,
* Estimated cost,
* Charge number,
* Quality requirements,
* Contractual information and technical references.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WP Name** |  | | | | | | | | **WBS ID** | |  | | | |
| **Description** |  | | | | | | | | **Assumptions & Constraints** | |  | | | |
|  | | | | | | | |  | | | |
|  | | | | | | | |  | | | |
| **Milestones** | | | | | | | | |  | | | |
| **SN.** | **Name** | | | | | **Due Date** | | |  | | | |
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|  |  | | | | |  | | |  | | | |
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| **Activity** | | | | | | | | | | | | | | |
| **SN.** | **Name** | **Human Resource** | | | **Non-human Resource** | | | | | **Material** | | | | **Line Total** |
| Hours | Rate | Total | Hours | | Rate | Total | | QTY | | Rate | Total |
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| **Quality Requirements** | | | | | | | **Acceptance Criteria** | | | | | | | |
|  | | | | | | |  | | | | | | | |
| **Technical Reference** | | | | | | | **Contractual Info** | | | | | | | |
|  | | | | | | |  | | | | | | | |