

# Work Breakdown Structure

## projectMethod – The Ultimate Methodology

**Current Step:**  
**Define Scope**

**Next Step:**  
**Develop Schedule**

**Prev Step:**  
**Assign Project Manager**

### Work Breakdown Structure

Use this template to create a Work Breakdown Structure. The Work Breakdown Structure is a deliverable-oriented grouping of all of the major elements defined in the project. A WBS organizes the deliverables into detailed project elements that encompass all aspects of the project scope. Anything not defined in the WBS is outside the scope of the project. **PMBOK 5.3.3.1**

© The Ivory Owl Learning Company, Ltd. 2000, All Rights Reserved

(All dotted underlined text is Hidden and will not print unless specified)

projectMethod  
Tools for projects that matter



| IDENTIFICATION                                 |  |                       |                        |
|--|--|-----------------------|------------------------|
| PROJECT NAME                                   | PROJECT DESCRIPTION  | PROJECT ID            | DATE                   |
| {An organization name for the project}         | {A short description of the project. The detailed description will be elaborated in the following sections.} | {A unique project id} | {Date doc was created} |
| WEB SITE                                       | Build a WEB SITE for Company ABC.  | 2000-1                | Jun 30, 2000           |
| VERSION  | STRATEGIC GOAL   |                       |                        |
| {The current version number for this document} | {All projects should be supportive of the organizations goals. <b>PMBOK 5.1.1.2</b> }                        |                       |                        |
| Version 1.0                                    | Goal 2000-2: Increase the sales of all products by 20%.  |                       |                        |
|  | Goal 2000-12: Increase marketing efforts, specifically on the Internet.                                      |                       |                        |

#### I. APPROACH

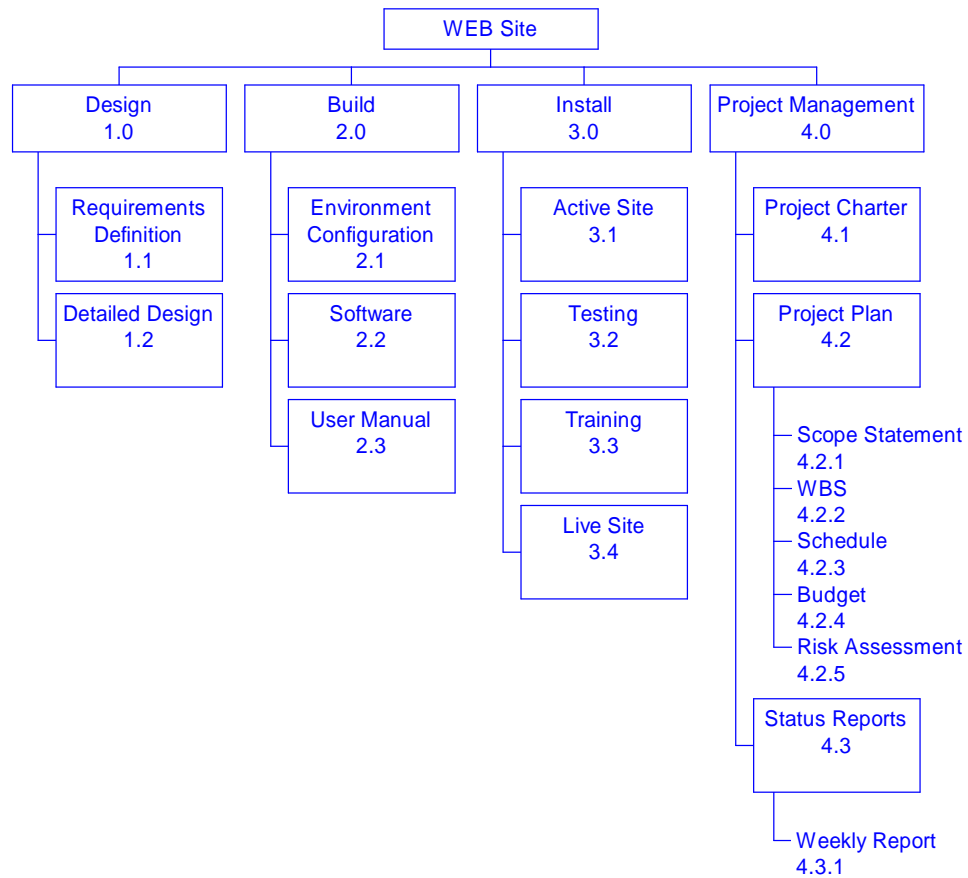
The Work Breakdown Structure for this project has identified the deliverables that are associated with the product (WEB Site) and Project Management. The deliverables have been broken down into the smallest Work Packages that can then be assigned to the appropriate resources.

{The WBS should be broken until the last level has enough detail to estimate with confidence.}

# Work Breakdown Structure

## II. CHART

{Use this section to create a graphical representation of the WBS.}



projectMethod

Tools for projects that matter



S  
C  
O  
P  
E

T  
I  
M  
E

C  
O  
S  
T

Q  
U  
A  
L  
I  
T  
Y

R  
I  
S  
K

H  
U  
M  
A  
N

C  
O  
M  
M

P  
R  
O  
C  
U  
R  
E

# Work Breakdown Structure

## III. WBS DICTIONARY

{Use this section to describe each element in the WBS. The lowest levels (2<sup>nd</sup> and 3<sup>rd</sup>) are the work packages and should have the greatest amount of detail associated with them.}

| CODE / NAME                   | DESCRIPTION  |
|-------------------------------|--|
| 1.0 Design                    |  |
| 1.1 Requirements Definition   | A formal Requirements Definition Document explaining what the business requirements are that the project must address.   |
| 1.2 Detailed Design           | A formal detailed Design Document explaining how the site will be built and how the site will satisfy the requirements previous identified.  |
| 2.0 Build                     |  |
| 2.1 Environment Configuration | Prepare the environment for the new WEB Site. Server, URL, etc.  |
| 2.2 Software                  | The WEB Pages, Graphics and CGI scripts, etc. that make up the finished product for the WEB Site.  |
| 2.3 User Manual               | The manual that explains the overall design of the WEB Site and provides instructions on how to maintain the WEB site  |
| 3.0 Install                   |  |
| 3.1 Active Site               | The actual functioning WEB Site in a protected environment. This will allow the user to test for functionality and errors.   |
| 3.2 Testing                   | Users acceptance testing to ensure that the product does what they want and is free of errors. This should be an ongoing process throughout the build stage.   |
| 3.3 Training                  | Provide the WEB Administrator with the necessary information required to assume responsibility for the WEB site.   |
| 3.4 Live Site                 | An unprotected full accessible WEB Site that is now available to the Internet public.  |
| 4.0 Project Management        |  |
| 4.1 Project Charter           | The document that announces that this project can begin. A high level budget has been allocated and a Project Manager has been assigned.   |
| 4.2 Project Plan              |  |
| 4.2.1 Scope Statement         | The document that explains the boundaries of what is to be included and excluded in this project.  |
| 4.2.2 WBS                     | The document that breaks down the major deliverables into manageable assignable chunks. These chinks (Work Packages) have been also been assigned a budget. The Work Packages have also been assigned. |
| 4.2.3 Schedule                | The document that identifies all the activities that are required to be executed to achieve the deliverables identified in the WBS.  |
| 4.2.4 Budget                  | The resources are allocated and the costs are estimated. Once calculated, the cost should be baselined.  |

# Work Breakdown Structure

| CODE / NAME           | DESCRIPTION  |
|-----------------------|--|
| 4.2.5 Risk Assessment | A document which identifies the risks that are associated with the project, what the impact of those risks are and what should be done, if anything, to mitigate them. |
| 4.3 Status Reports    |  |
| 4.3.1 Weekly Report   | Weekly status reports which are provided at the weekly status meetings.  |

## IV. WORK PACKAGES

{A work package must be created for each lowest level in the WBS. These could also be created in a separate document so that they easier to distribute and manage. If this approach were taken, pointers could replace the information in this document. Create one work package for each of the lowest level element in the WBS.}

| WORK PACKAGE                     |   |           |
|----------------------------------|---|-----------|
| WBS CODE / NAME                  | DESCRIPTION   | COST CODE |
| 1.1.1 Requirements Definition    | A formal Requirements Definition Document explaining what the business requirements are that the project must address.  | SP53421   |
| <b>DETAILED WORK DESCRIPTION</b> | <p>{Include as much information as possible to ensure that the Work Package can be assigned to someone external to the project}</p> <p>To ensure that the project will properly address the requirements of the organization. There must be input from the different representatives from the various departments.</p> <p>1.0 A Joint Application Design (JAD) session will be held to facilitate the gathering of the requirements.</p> <p>2.0 Development of the Requirements Definition document.</p> <p>3.0 Requirements Definition review session.</p> |           |
| <b>COST</b>                      | \$5,000   |           |
| <b>RESOURCES</b>                 | <p>{What types of resources are required to execute this work package?}</p> <p>Senior Architect, Business representatives from each major department, Project Sponsor.</p>  |           |



# Work Breakdown Structure

| ACCEPTANCE            |   |  |   |
|-----------------------|---|--|---|
| ROLE                  | PROJECT SPONSOR   | PROJECT MANAGER  | DATE                                      |
| <b>NAME<br/>TITLE</b> | {An individual external to the project who has a vested interest in the successful completion of the project. <b>PMBOK 5.1.3.1</b> }<br><br>Joe Sponsor, VP Finance | {The person responsible for managing the project. This document grants the PM the authority required. <b>PMBOK 5.1.3.2</b> }<br><br>Jim Project, Director New Projects | {Date WBS is accepted}<br><br>Jul 1, 2000 |
| <b>SIGNATURE</b>      |   |  | {Date signed}<br><br>Jul 1, 2000          |
| <b>VERSION</b>        | <b>CHANGE DESCRIPTION</b>   |  | <b>DATE</b>                               |
| {New version number}  | {Details of change, including person(s) responsible for change, reasons for change and any other information. One line for each new version of document.}           |  | {Date of change}                          |
| Version 1.0           | Created work breakdown Structure. – Jim Project   |  | Jul 1, 2000                               |

