[Company]

[Company Address]

Tel: [Company Phone]

Fax: [Company Fax]

[Company E-mail]

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.

[Project Name]

Work Breakdown Structure (WBS)

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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
   1.1. Deliverable A
   - 1.1.1. Control Account A1
     - 1.1.1.1. Work Package
     - 1.1.1.2. Work Package
     - 1.1.1.3. …
   - 1.1.2. Control Account A2
     - 1.1.2.1. Work Package
     - 1.1.2.2. Work Package
     - 1.1.2.3. …
   1.2. Deliverable B
   - 1.2.1. Control Account B1
     - 1.2.1.1. Work Package
     - 1.2.1.2. …
   - 1.2.2. Control Account B2
     - 1.2.2.1. …

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

```
                          ┌─────────────────┐
                          │  Project Name   │
                          └────────┬────────┘
              ┌────────────────────┴────────────────────┐
      ┌───────────────┐                          ┌───────────────┐
      │  Deliverable A │                          │ Deliverable B 2│
      └───────┬────────┘                          └───────┬────────┘
        ┌─────┴─────┐                              ┌───────┴───────┐
┌──────────────┐ ┌──────────────┐        ┌──────────────┐ ┌──────────────┐
│Control Account│ │Control Account│        │Control Account│ │Control Account│
│      A1       │ │      A2       │        │      B1       │ │      B2       │
└───────┬───────┘ └──────┬───────┘        └──────┬───────┘ └──────┬───────┘
```

| Work Package | Work Package | ... | Work Package | • • • | Work Package | Work Package | ... | Work Package |
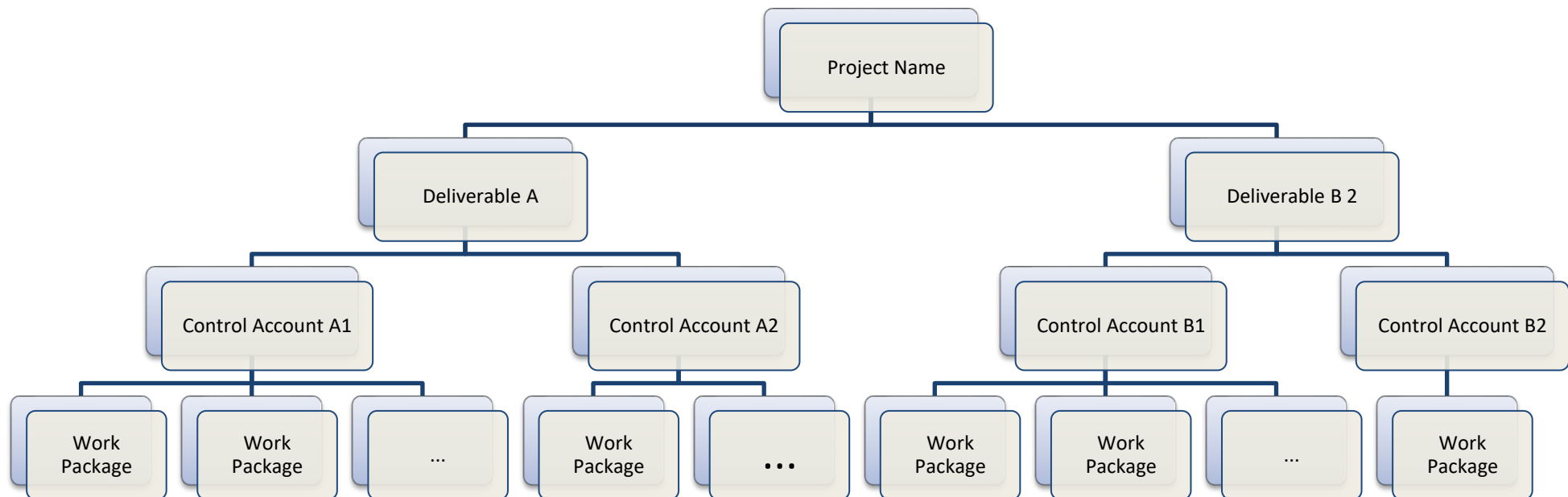
WBS DICTIONARY

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.

[Project Name]

Work Breakdown Structure (WBS)

WP Name		WBS ID	
Description		Assumptions & Constraints	

Milestones

SN.	Name	Due Date

Activity

SN.	Name	Human Resource			Non-human Resource			Material			Line Total
		Hours	Rate	Total	Hours	Rate	Total	QTY	Rate	Total	

Quality Requirements	Acceptance Criteria
Technical Reference	**Contractual Info**