**Work Breakdown Structure (WBS) Template**

**Work Breakdown Structure (WBS)**

**<Project Name>**

**Company Name**

**Street Address**

**City, State Zip Code**

**Date**

# Introduction

Work breakdown structure is a tool in project management to divide larges projects to get things done faster and efficiently. The WBS structure gives a clear knowledge of the project scope, deliverables, and activities at each level, representing an increasingly precise description of the project work. The work breakdown structure (WBS) acts as a roadmap for project managers to plan, execute, and monitor project activities, and it helps to guarantee that all project requirements are satisfied within the time and budget constraints.

The Work Breakdown Structure presented here represents all the work required to complete this project.

# Outline View

The outline view presents an easy to view and understand layout for the Ordering system and Inventory system.

1. Ordering System and Inventory System
   1. Project Planning
      1. Define project scope and objectives
      2. Identify project stakeholders
      3. Develop project schedule
      4. Define project budget
      5. Establish project team roles and responsibilities
   2. Requirements Gathering
      1. Define system requirements
      2. Identify inventory system requirements
      3. Identify ordering system requirements
      4. Define user requirements
      5. Conduct stakeholder interviews
   3. System Design
      1. Design ordering system
      2. Design inventory system
      3. Define user interface design
      4. Determine software and hardware requirements
      5. Develop system architecture
   4. System Development
      1. Code ordering system
      2. Code inventory system
      3. Integrate system components
      4. Develop test plans
      5. Conduct testing
   5. System Implementation
      1. Deploy system in test environment
      2. Train system users
      3. Resolve any issues found during testing
      4. Deploy system in production environment
      5. Perform system maintenance and support
   6. Project Management
      1. Monitor and control project progress
      2. Manage project risk and issues
      3. Communicate project status to stakeholders
      4. Ensure project deliverables meet quality standards
      5. Obtain project acceptance from stakeholders

# Hierarchical Structure

The hierarchal structure is like the outline view but without indentation. Although this format is more difficult to read, it may be useful where you have many levels and indenting each level would make the table too large to fit into a document.

|  |  |  |
| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 | Ordering System and Inventory System |
| 2 | 1.1 | Project Planning |
| 3 | 1.1.1 | Define project scope and objectives |
| 3 | 1.1.2 | Identify project stakeholders |
| 3 | 1.1.3 | Develop project schedule |
| 3 | 1.1.4 | Define project budget |
| 3 | 1.1.5 | Establish project team roles and responsibilities |
| 2 | 1.2 | Requirements Gathering |
| 3 | 1.2.1 | Define system requirements |
| 3 | 1.2.2 | Identify inventory system requirements |
| 3 | 1.2.3 | Identify ordering system requirements |
| 3 | 1.2.4 | Define user requirements |
| 3 | 1.2.5 | Conduct stakeholder interviews |
| 2 | 1.3 | System Design |
| 3 | 1.3.1 | Design ordering system |
| 3 | 1.3.2 | Design inventory system |
| 3 | 1.3.3 | Define user interface design |
| 3 | 1.3.4 | Determine software and hardware requirements |
| 3 | 1.3.5 | Develop system architecture |
| 2 | 1.4 | System Development |
| 3 | 1.4.1 | Code ordering system |
| 3 | 1.4.2 | Code inventory system |
| 3 | 1.4.3 | Integrate system components |
| 3 | 1.4.4 | Develop test plans |
| 3 | 1.4.5 | Conduct testing |
| 2 | 1.5 | System Implementation |
| 3 | 1.5.1 | Deploy system in test environment |
| 3 | 1.5.2 | Train system users |
| 3 | 1.5.3 | Resolve any issues found during testing |
| 3 | 1.5.4 | Deploy system in production environment |
| 3 | 1.5.5 | Perform system maintenance and support |
| 2 | 1.6 | Project Management |
| 3 | 1.6.1 | Monitor and control project progress |
| 3 | 1.6.2 | Manage project risk and issues |
| 3 | 1.6.3 | Communicate project status to stakeholders |
| 3 | 1.6.4 | Ensure project deliverables meet quality standards |
| 3 | 1.6.5 | Obtain project acceptance from stakeholders |

# Tabular View

The Tabular View is a nicely organized table view of the WBS. It is a good option for organizations which prefer table formats.

|  |  |  |
| --- | --- | --- |
| Level 1 | Level 2 | Level 3 |
| 1 Ordering System and Inventory System | 1.1 Project Planning | * + 1. Define project scope and objectives     2. Identify project stakeholders     3. Develop project schedule     4. Define project budget     5. Establish project team roles and responsibilities |
| 1.2 Requirements Gathering | * + 1. Define system requirements     2. Identify inventory system requirements     3. Identify ordering system requirements     4. Define user requirements     5. Conduct stakeholder interviews |
| 1.3 System Design | * + 1. Design ordering system     2. Design inventory system     3. Define user interface design     4. Determine software and hardware requirements     5. Develop system architecture |
| 1.4 System Development | * + 1. Code ordering system     2. Code inventory system     3. Integrate system components     4. Develop test plans     5. Conduct testing |
| 1.5 System Implementation | * + 1. Deploy system in test environment     2. Train system users     3. Resolve any issues found during testing     4. Deploy system in production environment     5. Perform system maintenance and support |
|  | 1.6 Project Management | * + 1. Monitor and control project progress     2. Manage project risk and issues     3. Communicate project status to stakeholders     4. Ensure project deliverables meet quality standards     5. Obtain project acceptance from stakeholders |

# Tree Structure View

The Tree Structure View is the most popular format for the WBS. It presents an easy-to-understand view into the WBS; however, it is also tricky to create without an application specifically designed for creating this organizational chart structure.

Ordering System and Inventory System

1

Project Planning

1.1

Requirements Gathering

1.2

System Design

1.3

System Development

1.4

Define system requirements

1.2.1

System Implementation

1.5

Define project scope and objectives

1.1.1

Identify project stakeholders

1.1.2

Develop project schedule

1.1.3

Project Sponsor Reviews Project Charter

1.1.4

Establish project team roles and responsibilities 1.1.5

Identify inventory system requirements

1.2.2

Identify ordering system requirements

1.2.3

Define user requirements

1.2.4

Conduct stakeholder interviews

1.2.5

Design ordering system

1.3.1

Design inventory system

1.3.2

Define user interface design

1.3.3

Determine software and hardware requirements

1.3.4

Develop system architecture

1.3.5

Code ordering system

1.4.1

Code inventory system

1.4.2

Integrate system components

1.4.3

Conduct testing

1.4.5

Deploy system in test environment

1.5.1

Train system users

1.5.2

Resolve any issues found during testing

1.5.3

Deploy system in production environment

1.5.4

Perform system maintenance and support

1.5.5

Project Management

1.6

Monitor and control project progress

1.6.1

Manage project risk and issues

1.6.2

Communicate project status to stakeholders

1.6.3

Ensure project deliverables meet quality standards

1.6.4

Obtain project acceptance from stakeholders

1.6.5

Develop test plans

1.4.4

# WBS Dictionary

The WBS Dictionary contains all the details of the WBS which are necessary to successfully complete the project. Most importantly it contains a definition of each Work Package which can be thought of as a mini scope statement.

|  |  |  |  |
| --- | --- | --- | --- |
| Level | WBS Code | Element Name | Definition |
| 1 | 1 | Ordering System and Inventory System | All work to implement a new Inventory and Ordering System |
| 2 | 1.1 | Project Planning | **The work for the planning process for the project** |
| 3 | 1.1.1 | Define project scope and objectives | Project Team defines project scope and objectives |
| 3 | 1.1.2 | Identify project stakeholders | Product Owner identify and meets with project stakeholders |
| 3 | 1.1.3 | Develop project schedule | Project Manager and Documentations Lead develops a project schedule |
| 3 | 1.1.4 | Define project budget | Project Team defines project budget |
| 3 | 1.1.5 | Establish project team roles and responsibilities | Project Manager assigns roles and responsibilities to Project Team |
| 2 | 1.2 | Requirements Gathering | **The work for gathering all requirements for the project** |
| 3 | 1.2.1 | Define system requirements | Scrum Master defines system requirements |
| 3 | 1.2.2 | Identify inventory system requirements | Scrum Master identifies inventory system requirements |
| 3 | 1.2.3 | Identify ordering system requirements | Scrum Master identifies ordering system requirements |
| 3 | 1.2.4 | Define user requirements | Project Manager defines user requirements |
| 3 | 1.2.5 | Conduct stakeholder interviews | Product Owner conducts stakeholder interviews |
| 2 | 1.3 | System Design | **The work for all system design such as diagrams and workflows** |
| 3 | 1.3.1 | Design ordering system | Scrum Master and Documentations Lead designs diagrams for ordering system |
| 3 | 1.3.2 | Design inventory system | Scrum Master and Documentations Lead designs diagrams for inventory system |
| 3 | 1.3.3 | Define user interface design | Scrum Master and Documentations Lead defines user interface design |
| 3 | 1.3.4 | Determine software and hardware requirements | Scrum Master and Developer determine all software and hardware requirements |
| 3 | 1.3.5 | Develop system architecture | Scrum Master and Developer develops system architecture |
| 2 | 1.4 | System Development | **All work for developing the IO System** |
| 3 | 1.4.1 | Code ordering system | Scrum Master and Developer codes ordering system |
| 3 | 1.4.2 | Code inventory system | Scrum Master and Developer codes inventory system |
| 3 | 1.4.3 | Integrate system components | Developer integrates system components |
| 3 | 1.4.4 | Develop test plans | QA develops test plans |
| 3 | 1.4.5 | Conduct testing | QA conducts testing of the system |
| 2 | 1.5 | System Implementation | **All work for implementing the IO System** |
| 3 | 1.5.1 | Deploy system in test environment | Scrum Master and Developer deploys IO System in test environment for run through |
| 3 | 1.5.2 | Train system users | Scrum Master and Developer trains system users, includes admin users and test customers |
| 3 | 1.5.3 | Resolve any issues found during testing | Scrum Master and Developer resolves any issues found in the system while testing |
| 3 | 1.5.4 | Deploy system in production environment | Scrum Master and Developer deploys system in production environment, and it is ready to use |
| 3 | 1.5.5 | Perform system maintenance and support | Developer is responsible for maintenance and support if any errors occur |
| 2 | 1.6 | Project Management | **All work for Project Management in IO System** |
| 3 | 1.6.1 | Monitor and control project progress | Project Manager monitors and controls project progress of the IO System |
| 3 | 1.6.2 | Manage project risk and issues | Project Manager manages project risk and issues occur |
| 3 | 1.6.3 | Communicate project status to stakeholders | Product Owner communicates with the stakeholders for project status and other updates |
| 3 | 1.6.4 | Ensure project deliverables meet quality standards | Project Manager and Documentations Lead ensures project deliverables meets the quality standards |
| 3 | 1.6.5 | Obtain project acceptance from stakeholders | Product Owner meets with the stakeholders for project acceptance |

# Glossary of Terms

Level of Effort: Level of Effort (LOE) is how much work is required to complete a task.

WBS Code: A unique identifier assigned to each element in a Work Breakdown Structure for the purpose of designating the element’s hierarchical location within the WBS.

Work Package: A Work Package is a deliverable or work component at the lowest level of its WBS branch.

WBS Component: A component of a WBS which is located at any level. It can be a Work Package or a WBS Element as there's no restriction on what a WBS Component is.

WBS Element: A WBS Element is a single WBS component, and its associated attributes are located anywhere within a WBS. A WBS Element can contain work, or it can contain other WBS Elements or Work Packages.

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