**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 | Ordering system and inventory system are two different types of software systems used by businesses to manage their operations. |
| 2 | 1.1 | Project Planning | Outlines the deliverables needed to complete the project. |
| 3 | 1.1.1 | Define project scope and objectives | In defining the scope and objectives, it provides direction to your project. |
| 3 | 1.1.2 | Identify project stakeholders | Identifying project stakeholder helps to ensure project success. |
| 3 | 1.1.3 | Develop project schedule | Project schedule involves estimating task duration and update the schedule regularly. |
| 3 | 1.1.4 | Define project budget | Process of estimating, allocating, and controlling the financial resources needed to complete a project within a specified budgetary constraint. |
| 3 | 1.1.5 | Establish project team roles and responsibilities | The project manager will establish project team roles and responsibilities. |
| 2 | 1.2 | Requirements Gathering | The process of collecting and documenting information about the needs and expectations of stakeholders for a project. |
| 3 | 1.2.1 | Define system requirements | Defining the system requirements to know the capabilities of the system. |
| 3 | 1.2.2 | Identify inventory system requirements | Identifying the inventory system requirements to understand the inventory management process. |
| 3 | 1.2.3 | Identify ordering system requirements | Identifying the ordering system requirements to understand the ordering process. |
| 3 | 1.2.4 | Define user requirements | Gathering and documenting the needs and expectations of end-users for a system. |
| 3 | 1.2.5 | Conduct stakeholder interviews | Conducting meetings with stakeholders to gather information about their needs, expectations, and concerns, |
| 2 | 1.3 | System Design | The process of defining the architecture, components, and modules. |
| 3 | 1.3.1 | Design ordering system | The process of defining the interface and other features of the system to meet the requirement. |
| 3 | 1.3.2 | Design inventory system | The process of defining the interface and other features of the system to meet the requirement. |
| 3 | 1.3.3 | Define user interface design | User interface involves specifying the visual and functional elements of a system. |
| 3 | 1.3.4 | Determine software and hardware requirements | Determining software and hardware requirements is for ensuring that the system can function. |
| 3 | 1.3.5 | Develop system architecture | Developing system architecture involves designing and planning the overall structure. |
| 2 | 1.4 | System Development | System development is important because it involves creating high-quality software. |
| 3 | 1.4.1 | Code ordering system | Coding the ordering system for the customer and admin. |
| 3 | 1.4.2 | Code inventory system | Coding the inventory system for the admin to generate reports. |
| 3 | 1.4.3 | Integrate system components | Combining the different modules, components, and subsystems of a system. |
| 3 | 1.4.4 | Develop test plans | Outlines the testing strategy and approach for a system. |
| 3 | 1.4.5 | Conduct testing | Executing the test plan and procedures to evaluate the system. |
| 2 | 1.5 | System Implementation | The process of installing, configuring, and deploying a system. |
| 3 | 1.5.1 | Deploy system in test environment | Configuring the system in a controlled testing environment. |
| 3 | 1.5.2 | Train system users | Training system users involves providing instruction for the users on how to use a system effectively and efficiently. |
| 3 | 1.5.3 | Resolve any issues found during testing | Resolving issues found during testing and addressing any bugs, or issues that were discovered during the testing process. |
| 3 | 1.5.4 | Deploy system in production environment | This process includes data migration, system integration, and user acceptance testing. |
| 3 | 1.5.5 | Perform system maintenance and support | Goal is to ensure that the system remains fully functional and meets the needs and expectations of users and stakeholders over time. |
| 2 | 1.6 | Project Management | The goal is to effectively manage and allocate resources, and mitigate risks, monitor, and report project progress, and deliver the project on time and within budget. |
| 3 | 1.6.1 | Monitor and control project progress | The goal is to ensure that the project stays on schedule, within budget, and meets the specified requirements and quality standards. |
| 3 | 1.6.2 | Manage project risk and issues | Identifying, assessing, and mitigating risks that may impact the project's success. |
| 3 | 1.6.3 | Communicate project status to stakeholders | The goal is to ensure that stakeholders are informed. |
| 3 | 1.6.4 | Ensure project deliverables meet quality standards | The goal is to ensure that the project deliverables meet or exceed the expected quality standards and that the project is completed successfully. |
| 3 | 1.6.5 | Obtain project acceptance from stakeholders | The goal is to ensure that the project has met the stakeholders' expectations and that they are satisfied with the project's outcome. |

# 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 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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