The WBS is a view into the project that illustrates the work the project encompasses. The Project Manager and project team use the WBS to develop the project schedule, resource requirements, and costs. There are many ways you can present the WBS for your project; this template provides some of the popular layouts from which you can choose. Different layouts may be more suitable for different purposes (presentations vs. plan documentation, for example).

In order to save space in this template we only developed the WBS examples down to the third level. In your project you may want to develop them further.

Note: Instructions for what to include in each section appear in gold italics.

WORK BREAKDOWN STRUCTURE: USNSTART COWORKING

CONTENTS

1. Widget Management System
    1.1. Project initiation
        1.1.1. Define project objectives and scope
        1.1.2. Identify project stakeholders
        1.1.3. Establish project team and roles
        1.1.4. Conduct project kickoff meeting
    1.2. Research and Planning
        1.2.1. Gather requirements from project owner
        1.2.2. Conduct market research and competitor analysis
        1.2.3. Develop user personas
        1.2.4. Create project plan and timeline
        1.2.5. Define website structure and navigation
    1.3. Execution of design, development, and content creation
        1.3.1. <u>Design phase:</u>
            1.3.1.1. Create wireframes and prototypes
            1.3.1.2. Design visual elements
            1.3.1.3. Develop interior design concepts for coworking space
            1.3.1.4. Finalize website design based on feedback
        1.3.2. <u>Development phase:</u>
            1.3.2.1. Set up development environment
            1.3.2.2. Implement responsive website layout using HTML and CSS
            1.3.2.3. Integrate interactive elements using JavaScript
            1.3.2.4. Implement reservation functionality
            1.3.2.5. Test and debug website on different devices and browsers
        1.3.3. <u>Content creation:</u>
            1.3.3.1. Write and edit website content
            1.3.3.2. Create engaging headlines and descriptions
            1.3.3.3. Gather testimonials and reviews from current members
            1.3.3.4. Develop location information and nearby amenities
            1.3.3.5. Create About Us section highlighting mission and values
        1.3.4. <u>Testing and quality assurance:</u>
            1.3.4.1. Conduct usability testing with students
            1.3.4.2. Identify and fix bugs
            1.3.4.3. Ensure website is responsive and mobile-friendly
            1.3.4.4. Test website performance and load times
            1.3.4.5. Validate data privacy and security measures
        1.3.5. <u>Deployment and launch:</u>
            1.3.5.1. Host and publish the website
            1.3.5.2. Set up analytics and tracking tools
            1.3.5.3. Coordinate with project stakeholders for final review
            1.3.5.4. Make any necessary adjustments based on feedback
            1.3.5.5. Officially launch the USNStart Coworking Space website
    1.4. Control
        1.4.1. Project Management
        1.4.2. Project Status Meetings
        1.4.3. Risk Management
        1.4.4. Update Project Management Plan
    1.5. Closeout
        1.5.1. Conduct project retrospective and lessons learned
        1.5.2. Hand over project deliverables to project owner
        1.5.3. Finalize project documentation and report
        1.5.4. Celebrate project completion

HIERARCHICAL STRUCTURE

The hierarchal structure is similar to 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.

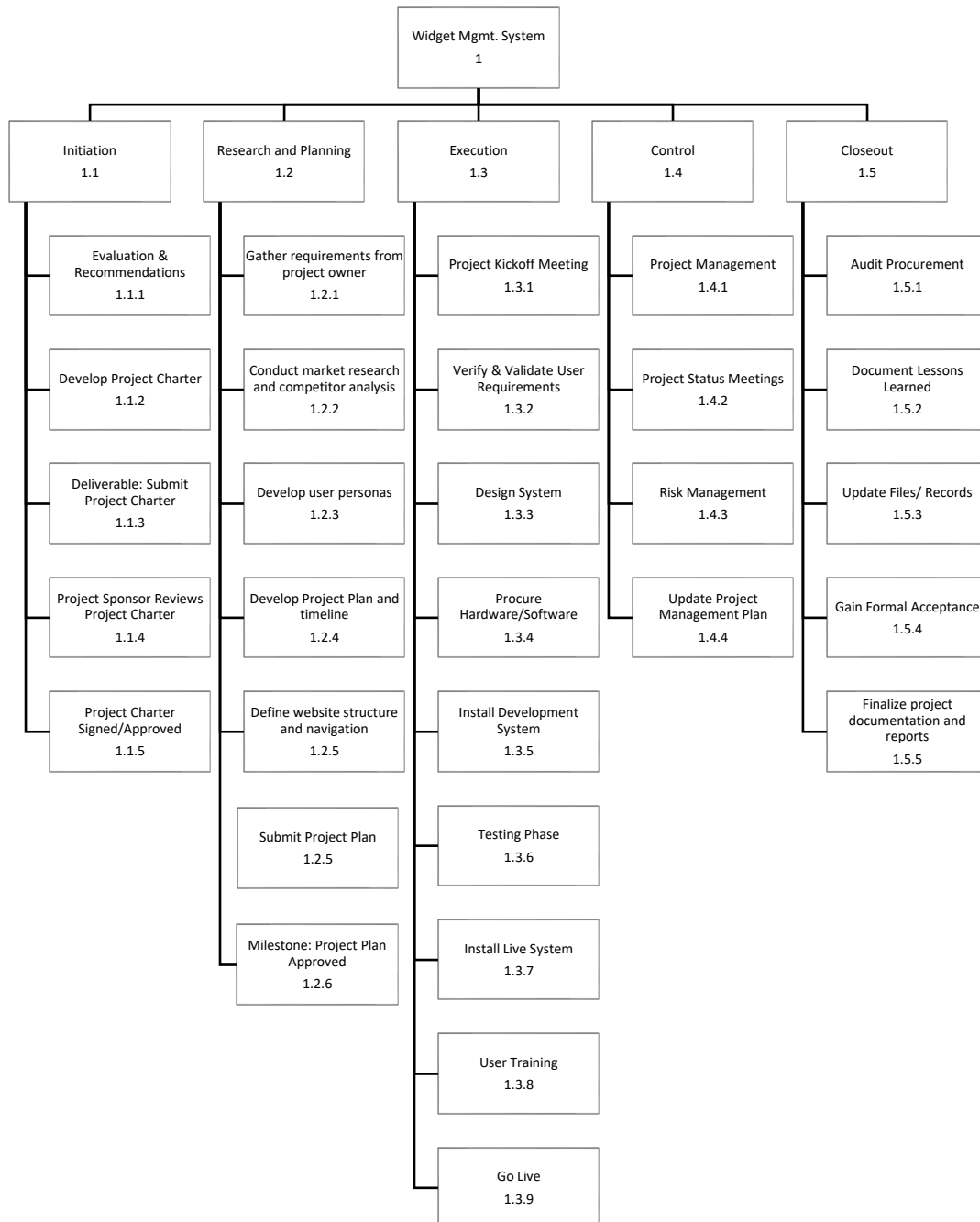| Level	WBS Code	Element Name
1	1	Widget Management System
2	1.1	Project initiation
3	1.1.1	Define project objectives and scoop
3	1.1.2	Identify project stakeholder
3	1.1.3	Establish project team and roles
3	1.1.4	Conduct project kickoff meeting
2	1.2	Research and planning
3	1.2.1	Gather requirements from project owner
3	1.2.2	Conduct market research competitor analysis
3	1.2.3	Develop user persona
3	1.2.4	Create project plan and timeline
3	1.2.5	Define website structure and navigation
2	1.3	Execution
3	1.3.1	Design
3	1.3.2	Development phase
3	1.3.3	Content creation
3	1.3.4	Testing and quality assurance
3	1.3.5	Deployment and launch
2	1.4	Control
3	1.4.1	Project Management
3	1.4.2	Project Status Meetings
3	1.4.3	Risk Management
3	1.4.4	Update Project Management Plan
2	1.5	Closeout
3	1.5.1	Conduct project retrospective and lessons plan
3	1.5.2	Hand over project deliverables to project owner
3	1.5.3	Finalize project documentation and report
3	1.5.4	Celebrate project completion

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 Widget Management System	1.1 Initiation	1.1.1 Define project objectives and scope
		1.1.2. Identify project stakeholders
		1.1.3 Establish project team and roles
		1.1.4 Conduct project kickoff meeting
	1.2 Research and Planning	1.2.1 Gather requirements from project owner
		1.2.2 Conduct market research and competitor analysis
		1.2.3 Develop user personas
		1.2.4 Create project plan and timeline
		1.2.5 Define website structure and navigation
	1.3 Execution	1.3.1 Design phase:
		1.3.2 Development phase:
		1.3.3 Content creation:
		1.3.4 Testing and quality assurance:
		1.3.5 Deployment and launch:
	1.4 Control	1.4.1Project Management
		1.4.2 Project Status Meetings
		1.4.3 Risk Management
		1.4.4 Update Project Management Plan
	1.5 Closeout	1.5.1Conduct project retrospective and lessons learned
		1.5.2 Hand over project deliverables to project owner
		1.5.3 Finalize project documentation and report
		1.5.4 Celebrate project completion

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. The Tree Structure below was created using only Microsoft Word and the SmartArt graphics option under the insert menu. Microsoft Visio is also useful for creating this view.

Widget Mgmt. System — 1

Initiation — 1.1

- Evaluation & Recommendations — 1.1.1
- Develop Project Charter — 1.1.2
- Deliverable: Submit Project Charter — 1.1.3
- Project Sponsor Reviews Project Charter — 1.1.4
- Project Charter Signed/Approved — 1.1.5

Research and Planning — 1.2

- Gather requirements from project owner — 1.2.1
- Conduct market research and competitor analysis — 1.2.2
- Develop user personas — 1.2.3
- Develop Project Plan and timeline — 1.2.4
- Define website structure and navigation — 1.2.5
- Submit Project Plan — 1.2.5
- Milestone: Project Plan Approved — 1.2.6

Execution — 1.3

- Project Kickoff Meeting — 1.3.1
- Verify & Validate User Requirements — 1.3.2
- Design System — 1.3.3
- Procure Hardware/Software — 1.3.4
- Install Development System — 1.3.5
- Testing Phase — 1.3.6
- Install Live System — 1.3.7
- User Training — 1.3.8
- Go Live — 1.3.9

Control — 1.4

- Project Management — 1.4.1
- Project Status Meetings — 1.4.2
- Risk Management — 1.4.3
- Update Project Management Plan — 1.4.4

Closeout — 1.5

- Audit Procurement — 1.5.1
- Document Lessons Learned — 1.5.2
- Update Files/ Records — 1.5.3
- Gain Formal Acceptance — 1.5.4
- Finalize project documentation and reports — 1.5.5

+ Level	WBS Code	Element Name	Definition
1	1	Widget Management System	All work to implement a new widget management system.
2	1.1	Project initiation	The work to initiate the project.
3	1.1.1	Define project objectives and scoop	Project objective it the states aim of the project. It tells us what project team want to accomplish
3	1.1.2	Identify project stakeholder	Stakeholder it's those who have an interest in our project for funding
3	1.1.3	Establish project team and roles	Identify the members of the party and assigning each their individual places
3	1.1.4	Conduct project kickoff meeting	Assembling all the member for the first meeting of the project.
2	1.2	Research and planning	The work for the research and planning process for the project.
3	1.2.1	Gather requirements from project owner	Getting all details from the project owner, before starting the project.
3	1.2.2	Conduct market research competitor analysis	Looking at the other companies in our field to assess our place in the market.
3	1.2.3	Develop user persona	Create a fictional general representation of our ideal audience.
3	1.2.4	Create project plan and timeline	Make a detailed proposal of what must be done over a certain time.
3	1.2.5	Define website structure and navigation	Website structure and navigation is a set of user interface elements like menus search bars and hyperlinks.
2	1.3	Execution	Work involved in following the project through.
3	1.3.1	Design	Create visual elements and interior design ideas
3	1.3.2	Development phase	Implement the design ideas using HTML, CSS and JavaScript
3	1.3.3	Content creation	Write and edit website design based on user reviews and feedback
3	1.3.4	Testing and quality assurance	Conduct usability and stress testing to find eventual bugs to fix
3	1.3.5	Deployment and launch	Host and publish the website. Officially launching USNStart Coworking space
2	1.4	Control	The work involved the control process of the project.
3	1.4.1	Project Management	Overall project management for the project.
3	1.4.2	Project Status Meetings	Weekly team status meetings.
3	1.4.3	Risk Management	Risk management efforts as defined in the Risk Management Plan.
3	1.4.4	Update Project Management Plan	Update any changes to the project management plan
2	1.5	Closeout	The work to close-out the project.
3	1.5.1	Conduct project retrospective and lessons plan	Think about the lessons learned and experiences earned
3	1.5.2	Hand over project deliverables to project owner	Deliver the project with all its subtypes to owner
3	1.5.3	Finalize project documentation and report	Get ready any documents and reports necessary
3	1.5.4	Celebrate project completion	Celebration is required after finishing the project

It's important that you provide a glossary of terms as some of the terms are not understood by persons without a project management background.

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 elements 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.

Task	15 weeks	Start Date 2024-01-15	End Date 2024-04-21
Task 1: Project Initiation	12 days	2024-01-15	2024-01-29
Task 2: Design	21 days	2024-01-29	2024-02-19
Task 3: Execution	35 days	2024-02-19	2024-03-17
Task 4: Control	14 days	2024-03-17	2024-03-31
Task 5: Close out .	21 days	2024-03-31	2024-04-21

12-18weeks

1 5 weeks