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:

pROJECT NAME

# **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.

A screenshot of a computer

Description automatically generated

# **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. Resources on the project will look at the WBS dictionary to determine the scope of the Work Package they've been assigned, so it's important to be clear when writing the definition.