



Le WBS (Work Breakdown Structure)

The WBS is used to break down a project into smaller, manageable tasks to make it easier to plan, manage and monitor the work involved.



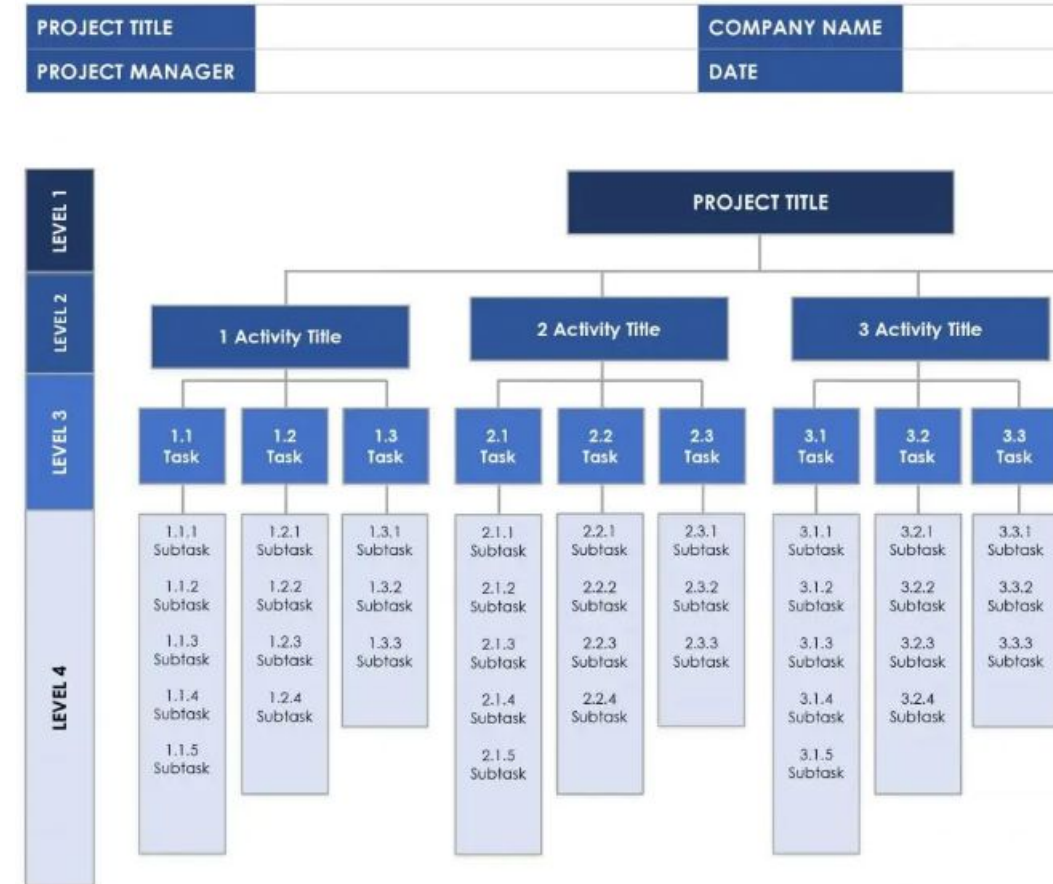


WBS : Decompose for better management - The key to project planning and monitoring



- The **WBS (Work Breakdown Structure)** is a hierarchical structure that breaks down the work required to complete a project into smaller, more manageable tasks, making it easier to plan, organize and manage work.
 - **Clarity of deliverables:** identify the tangible results to be achieved.
 - **Assigning responsibilities:** define the responsibilities of each stakeholder.
 - **Resource estimates:** facilitate the estimation of the resources required for each task, including time, budget and personnel.
 - **Schedule planning:** create a detailed schedule by linking tasks in a logical order and establishing dependencies between them.
 - **Monitoring and control:** provide a solid basis for tracking project progress and monitoring at each level of decomposition.
- In short, the **WBS** is an essential project tool that breaks down and organizes the work, clarifies deliverables, estimates resource requirements, plans the schedule and facilitates follow-up.

WORK BREAKDOWN STRUCTURE LEVELS TEMPLATE





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- Ready-to-use Word WBS template



WBS(Work Breakdown Structure) PROJECT SCHEDULE TEMPLATE

PROJECT NAME						
PROJECT DELIVERABLE						
SCOPE STATEMENT						
START DATE		END DATE				

TASK NAME	ASSIGNED TO	START DATE	END DATE	DURATION in days	DELIVERY	COMMENTS / RESSOURCES



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- Ready-to-use Excel WBS template



PROJECT TITLE	START DATE	PROJECT DURATION in days
PROJECT ALPHA	01/02	
PROJECT MANAGER	END DATE	
	03/26	85

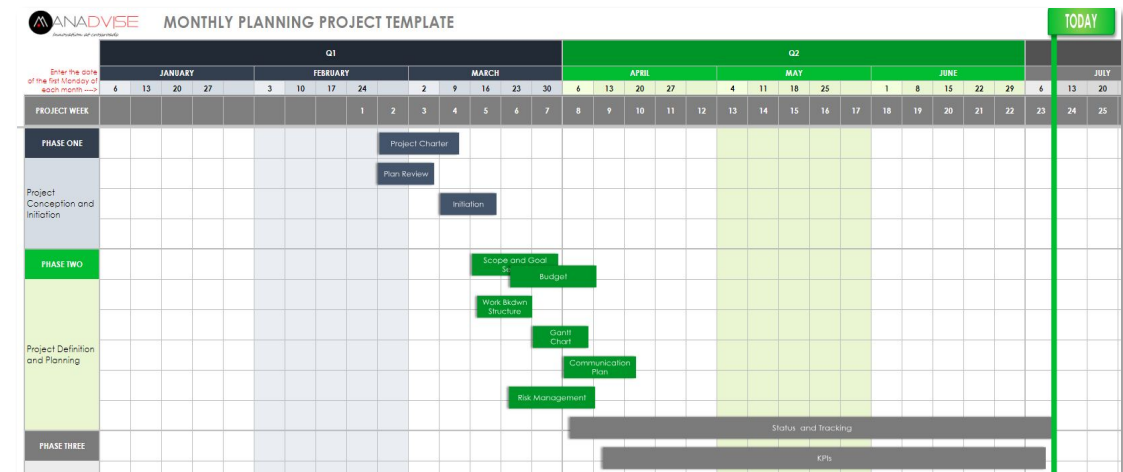
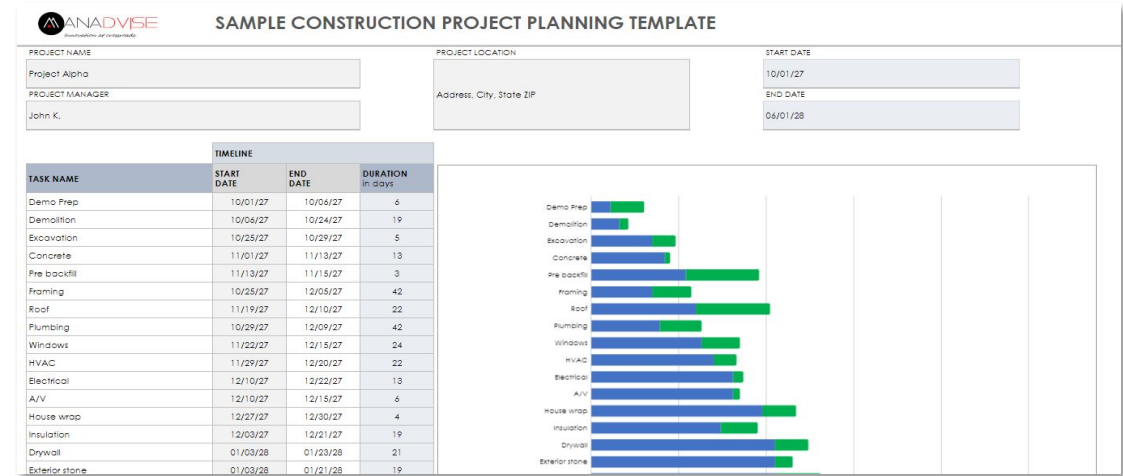
VBS NO.	TASK NAME	STATUS	ASSIGNED TO	START DATE	END DATE	DURATION in days
1	PROJECT CONCEPTION AND INITIATION	Complete		01/02	02/09	39
1.1	- Project Charter	Complete	Member A	01/02	01/11	10
1.1.1	-- Project Charter Revisions	Complete	Member A	01/07	01/11	5
1.2	- Research	Complete	Member B	01/10	02/23	45
1.3	- Projections	Complete	Member B	01/10	01/20	11
1.4	- Stakeholders	Complete	Member A	01/16	01/29	14
1.5	- Guidelines	In Progress	Member C	01/19	02/01	14
1.6	- Project Initiation	In Progress	Member B	01/22	02/09	19
2	PROJECT DEFINITION AND PLANNING	In Progress		01/28	02/14	18
2.1	- Scope & Goal Setting	On Hold	Member D	01/28	02/06	10
2.2	- Budget	In Progress	Member D	01/31	02/02	3
2.3	- Communication Plan	In Progress	Member B	02/04	02/12	9
2.4	- Risk Management	Complete	Member A	02/06	02/14	9
3	PROJECT LAUNCH & EXECUTION	Complete		02/18	03/26	38
3.1	- Status & Tracking	In Progress	Member A	02/18	02/20	3
3.2	- KPIs	In Progress	Member C	02/18	02/23	6
3.2.1	-- Monitoring	In Progress	Member D	02/18	02/26	9
3.2.2	-- Forecasts	Not Started	Member D	02/21	02/23	3
3.3	- Project Updates	Not Started	Member B	02/22	02/23	2
3.3.1	-- Chart Updates	In Progress	Member A	02/25	03/26	31



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- Once the project has been broken down into smaller, more manageable tasks, it's easy to organize them into a detailed forecast schedule.
- Ready-to-use WBS + Excel planning templates





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