

## Work Breakdown Structure (WBS) Template

WBS ID	Task Name	Task Description	Owner	Milestone/Deliverable	Estimated Duration
1.0	Project Name	Root level of the project	Project Manager	Project Kick-off	-
1.1	Phase 1: (Example) Requirements gathering	Define and document project requirements	Business Analyst	Requirements document	1 week
1.1.1	Stakeholder interviews	Collect requirements from stakeholders	Business Analyst	Stakeholder feedback report	2 days
1.1.2	Data analysis	Analyze provided data files	Data Analyst	Data insights document	3 days

### Column descriptions:

- WBS ID: A unique numerical identifier for each phase, task, and sub-task (e.g., 1.0, 1.1, 1.1.1).
- Task Name: The title of the phase, task, or activity.
- Task Description: A brief description of the activity.
- Owner: The person or team responsible for completing the task.
- Milestone/Deliverable: The key output or completion point of the task.
- Estimated Duration: The time required to complete the task.