**Work Breakdown Structure**



**Project Name:**

**Department:**

**Focus Area:**

**Product/Process:**



**Prepared By**

| **Document Owner(s)** | **Project/Organization Role** |
| --- | --- |
|  |  |

**Project Closure Report Version Control**

| **Version** | **Date** | **Author** | **Change Description** |
| --- | --- | --- | --- |
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| **Work Breakdown Structure Purpose and Limitations** |
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Work Breakdown Structure Organization Chart

You may use the branching chart shown below, use a diagram of your own choosing, or replace this chart with a list that shows hierarchical relationships (such as an outline format).

Work Breakdown Structure Worksheet

| **Work ID** | **Work Name** | **Description** | **Include (Completion Criteria)** | **Customer** | **Asset Type** | **Complexity** | **Estimated Effort** | **Skill Required** | **Dependency** | **Hand Off To** | **Storage/Location** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.0 | Project Initiating Phase |  |  |  |  |  |  |  |  |  |  |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.1 |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.2 |  |  |  |  |  |  |  |  |  |  |  |
| 1.1.3 |  |  |  |  |  |  |  |  |  |  |  |
| 2.0 | Project Planning Phase |  |  |  |  |  |  |  |  |  |  |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.1 |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.2 |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.3 |  |  |  |  |  |  |  |  |  |  |  |
| 3.0 | Project Execution Phase |  |  |  |  |  |  |  |  |  |  |
| 3.1 |  |  |  |  |  |  |  |  |  |  |  |
| 3.1.1 |  |  |  |  |  |  |  |  |  |  |  |
| 3.1.2 |  |  |  |  |  |  |  |  |  |  |  |
| 3.1.3 |  |  |  |  |  |  |  |  |  |  |  |
| 4.0 | Monitoring and Controlling |  |  |  |  |  |  |  |  |  |  |
| 4.1 |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.1 |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.2 |  |  |  |  |  |  |  |  |  |  |  |
| 4.1.3 |  |  |  |  |  |  |  |  |  |  |  |
| 5.0 | Project Closing Phase |  |  |  |  |  |  |  |  |  |  |
| 5.1 |  |  |  |  |  |  |  |  |  |  |  |
| 5.1.1 |  |  |  |  |  |  |  |  |  |  |  |
| 5.1.2 |  |  |  |  |  |  |  |  |  |  |  |
| 5.1.3 |  |  |  |  |  |  |  |  |  |  |  |