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| --- | --- | --- | --- | --- |
| **Project Name :** | | | | |
| **Completed By :** | | **Date :** | | |
| **Answer the following in detail for your WBS. Ideal fields are white fields for each element.** | | | | |
| **Description** | | | **Yes** | **No** |
| 1 | Is more than one group or person responsible for the WBS element? | |  |  |
| 2 | Does the element cover more than one work process or deliverable? | |  |  |
| 3 | Are there significant gaps of time between the work processes within the WBS element? | |  |  |
| 4 | Do the resource requirements change significantly within the element? | |  |  |
| 5 | Do you need to track the timing or costs of specific work processes within the element? | |  |  |
| 6 | Are there specific risks that might require a more detailed breakdown of the element? | |  |  |
| 7 | Is there a stakeholder interested in the status/progress of only a portion of the element? | |  |  |
| 8 | Can you estimate the cost and duration for the element with sufficient accuracy? | |  |  |
| 9 | Is there enough detail to allow for accurate dependencies between elements? | |  |  |
| 10 | Is the element clearly and unique defined? | |  |  |
| 11 | Can you measure the progress of the element? | |  |  |
| 12 | Can you clearly define when the element is complete? | |  |  |
| 13 | Is the element clearly understood by appropriate stakeholders? | |  |  |
| **Answer the following questions for your WBS as a whole.** | | | | |
| **Description** | | | **Yes** | **No** |
| 14 | Are all project objectives and deliverables included in the WBS? | |  |  |
| 15 | Do you have enough detail for adequate control of your project? | |  |  |
| 16 | Does each set of “children” describe the same work as the “parent”, but in more detail? | |  |  |
| 17 | Have you included project management activities in your WBS? | |  |  |
| 18 | Have you reviewed the WBS with all the appropriate stakeholders? | |  |  |
| 19 | Do you have so much detail that you will not be able to handle all the data? | |  |  |
| 20 | Are there any other codes that need to map to WBS elements (e.g. account codes)? | |  |  |
| 21 | Are there elements in the WBS that are not part of the project? | |  |  |