



[Company]

Tel: [Company Phone]

[Company Address]

Fax: [Company Fax]

[Company E-mail]

May 16, 2015

[Ref. number]

Marc Arnecke, PMP

## [Project Name]

---

*[Sub-Project, phase, etc.]*

### Work Breakdown Structure (WBS)

The WBS is a hierarchical decomposition of the total scope of work to be carried out by the project team to accomplish the project objectives and create the required deliverables.



## TABLE OF CONTENTS

Introduction .....	1
WBS.....	2
Outline View .....	2
Hierarchical Structure .....	3
Tabular View.....	3
Tree Structure View .....	4
WBS Dictionary.....	5



## **INTRODUCTION**

The WBS is a hierarchical deliverable oriented decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables. It organizes and defines the total scope of the project.



## WBS

Below are different views. It depends to the project which type to use...

---

### Outline View

The outline view is similar to a MS Word numbered list...

#### 1. Project Name

##### 1.1. Deliverable A

##### 1.1.1. Control Account A1

1.1.1.1. Work Package

1.1.1.2. Work Package

1.1.1.3. ...

##### 1.1.2. Control Account A2

1.1.2.1. Work Package

1.1.2.2. ...

##### 1.2. Deliverable B

##### 1.2.1. Control Account B1

1.2.1.1. Work Package

1.2.1.2. Work Package

1.2.1.3. ...

##### 1.2.2. Control Account B2

**[Project Name]****Work Breakdown Structure (WBS)**

## Hierarchical Structure

The hierarchal structure is much similar to the above list, however may be useful in some cases.

Level	WBS Code	Description
1	1.	Project Name
2	1.1	Deliverable A
3	1.1.1	Control Account A1
4	1.1.1.1	Work Package
4	1.1.1.2	Work Package
4	1.1.1.3	...
3	1.1.2	Control Account A2
4	1.1.2.1	Work Package
4	1.1.2.2	...
2	1.2	Deliverable B
3	1.2.1	Control Account B1
4	1.2.1.1	Work Package
4	1.2.1.2	Work Package
4	1.2.1.3	...
3	1.2.2	Control Account B2

## Tabular View

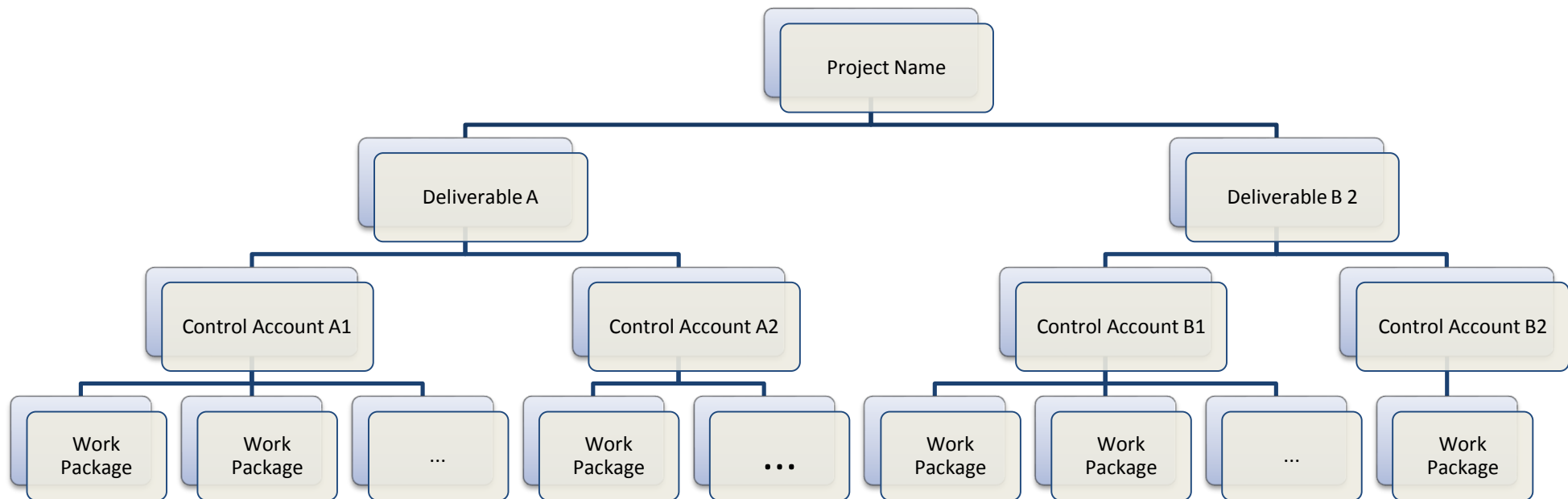
Level 1	Level 2	Level 3	Level 4
Project Name	Deliverable A	Control Account A1	Work Package Work Package ...
		Control Account A2	Work Package ...
	Deliverable B	Control Account B1	Work Package Work Package ...
		Control Account B2	Work Package



[Project Name]

## Work Breakdown Structure (WBS)

### Tree Structure View





## **WBS DICTIONARY**

The WBS Dictionary is a document that describes each WBS component including a brief definition of the scope or statement of work, defined deliverable(s), associated activities and a list of milestones. Furthermore possibly responsible organization, start- & end date, required resources, estimated cost, charge number, quality requirements, contractual information and technical references.



[Project Name]

## Work Breakdown Structure (WBS)

WP Name					WBS ID						
Description					Assumptions & Constraints						
Milestones											
SN.	Name				Due Date						
Activity											
SN.	Name	Human Resource			Non-human Resource			Material			Line Total
		Hours	Rate	Total	Hours	Rate	Total	QTY	Rate	Total	
Quality Requirements							Acceptance Criteria				
Technical Reference							Contractual Info				