**Work Breakdown Structure (WBS) Template**

This Project WBS Template is free for you to copy and use on your project

and within your organization. We hope that you find this template useful and

welcome your comments.

**Work Breakdown Structure**

**(WBS)**

**<Project Name>**

**Company Name**

**Street Address**

**City, State Zip Code**

**This document is Created by:**

**This Document is revised by:**

**This Document is Approved By:**

**This Document is Copied to:**

**Date:**

# Introduction

The WBS is a view into the project which shows what work the project encompasses. It is a tool which helps to easily communicate the work and processes involved to execute the project. The Project Manager and project team use the WBS to develop the project schedule, resource requirements and costs. There are many ways you can present the WBS for your project; this template provides many of the most popular layouts from which you can choose. Depending on where in the Project Plan you're putting the WBS a different layout may be more suitable for you. For instance many Project Managers include a high level WBS within the project plan, then a detailed version as an appendix to the plan. You may find that you prefer one layout for a high level WBS and a different one for a detailed WBS.

In order to save space in this template we only developed the WBS examples down to the third level. In your project you will want to develop them down to a much more detailed level using the 8 to 80 rule (where the WBS is broken down to where a work package contains between 8 and 80 hours of work to complete).

The Work Breakdown Structure presented here represents all the work required to complete this project.

# Outline View

The outline view presents an easy to view and understand layout for the WBS. It is also a good layout to use when developing the WBS because you can easily make changes, especially since the Microsoft Word auto numbering feature updates the WBS Code automatically.

1. Widget Management System
	1. Initiation
	2. Planning
	3. Execution
	4. Control
	5. Closeout

# Hierarchical Structure

The hierarchal structure is similar to the outline view but without indentation. Although this format is more difficult to read, it may be useful where you have many levels and indenting each level would make the table to large to fit into a document.

|  |  |  |
| --- | --- | --- |
| Level | WBS Code | Element Name |
| 1 | 1 |  |
| 2 | 1.1 |  |
| 3 | 1.1.1 |  |
| 3 | 1.1.2 |  |
| 3 | 1.1.3 |  |
| 3 | 1.1.4 |  |
| 3 | 1.1.5 |  |
| 2 | 1.2 |  |
| 3 | 1.2.1 |  |
| 3 | 1.2.2 |  |
| 3 | 1.2.3 |  |
| 3 | 1.2.4 |  |
| 3 | 1.2.5 |  |
| 3 | 1.2.6 |  |
| 2 | 1.3 |  |
| 3 | 1.3.1 |  |
| 3 | 1.3.2 |  |
| 3 | 1.3.3 |  |
| 3 | 1.3.4 |  |
| 3 | 1.3.5 |  |
| 3 | 1.3.6 |  |
| 3 | 1.3.7 |  |
| 3 | 1.3.8 |  |
| 3 | 1.3.9 |  |
| 2 | 1.4 |  |
| 3 | 1.4.1 |  |
| 3 | 1.4.2 |  |
| 3 | 1.4.3 |  |
| 3 | 1.4.4 |  |
| 2 | 1.5 |  |
| 3 | 1.5.1 |  |
| 3 | 1.5.2 |  |
| 3 | 1.5.3 |  |
| 3 | 1.5.4 |  |
| 3 | 1.5.5 |  |

# Tabular View

The Tabular View is a nicely organized table view of the WBS. It is a good option for organizations which prefer table formats.

|  |  |  |
| --- | --- | --- |
| Level 1 | Level 2 | Level 3 |
| 1  | 1.1 Initiation | 1.1.1 1.1.2 1.1.3 1.1.4 1.1.5  |
| 1.2 Planning | 1.2.1 1.2.2 1.2.3 1.2.4 1.2.5 1.2.6  |
| 1.3 Execution | 1.3.1 1.3.2 1.3.3 1.3.4 1.3.5 1.3.6 1.3.7 1.3.8 1.3.9  |
| 1.4 Control | 1.4.1 1.4.2 1.4.3 1.4.4  |
| 1.5 Closeout | 1.5.1 1.5.2 1.5.3 1.5.4 1.5.5  |

# Tree Structure View

The Tree Structure View is the most popular format for the WBS. It presents an easy to understand view into the WBS; however, it is also tricky to create without an application specifically designed for creating this organizational chart structure. The Tree Structure below was created using only Microsoft Word and the SmartArt graphics option under the insert menu.

# WBS Dictionary

The WBS Dictionary contains all the details of the WBS which are necessary to successfully complete the project. Most importantly it contains a definition of each Work Package which can be thought of as a mini scope statement. Resources on the project will look at the WBS dictionary to determine the scope of the Work Package they've been assigned, so it's important to be clear when writing the definition. Most WBS dictionaries contain more information than we show in our sample. These things usually include Level of Effort, Cost Control Numbers, Resource Assignments, Responsibility Assignments - just to name a few.

| Level | WBS Code | Element Name | Definition |
| --- | --- | --- | --- |
| 1 | 1 |  |  |
| 2 | 1.1 |  |  |
| 3 | 1.1.1 |  |  |
| 3 | 1.1.2 |  |  |
| 3 | 1.1.3 |  |  |
| 3 | 1.1.4 |  |  |
| 3 | 1.1.5 |  |  |
| 2 | 1.2 |  |  |
| 3 | 1.2.1 |  |  |
| 3 | 1.2.2 |  |  |
| 3 | 1.2.3 |  |  |
| 3 | 1.2.4 |  |  |
| 3 | 1.2.5 |  |  |
| 3 | 1.2.6 |  |  |
| 2 | 1.3 |  |  |
| 3 | 1.3.1 |  |  |
| 3 | 1.3.2 |  |  |
| 3 | 1.3.3 |  |  |
| 3 | 1.3.4 |  |  |
| 3 | 1.3.5 |  |  |
| 3 | 1.3.6 |  |  |
| 3 | 1.3.7 |  |  |
| 3 | 1.3.8 |  |  |
| 3 | 1.3.9 |  |  |
| 2 | 1.4 |  |  |
| 3 | 1.4.1 |  |  |
| 3 | 1.4.2 |  |  |
| 3 | 1.4.3 |  |  |
| 3 | 1.4.4 |  |  |
| 2 | 1.5 |  |  |
| 3 | 1.5.1 |  |  |
| 3 | 1.5.2 |  |  |
| 3 | 1.5.3 |  |  |
| 3 | 1.5.4 |  |  |
| 3 | 1.5.5 |  |  |

# Glossary of Terms

It's important that you provide a glossary of terms as some of the terms are not understood by persons without a project management background. For instance what the PMI *Practice Standard for Work Breakdown Structures* refers to as the WBS Code is commonly referred to as the WBS number.

Level of Effort: Level of Effort (LOE) is how much work is required to complete a task.

WBS Code: A unique identifier assigned to each element in a Work Breakdown Structure for the purpose of designating the elements hierarchical location within the WBS.

Work Package: A Work Package is a deliverable or work component at the lowest level of its WBS branch.

WBS Component: A component of a WBS which is located at any level. It can be a Work Package or a WBS Element as there's no restriction on what a WBS Component is.

WBS Element: A WBS Element is a single WBS component and its associated attributes located anywhere within a WBS. A WBS Element can contain work, or it can contain other WBS Elements or Work Packages.