

# WORK BREAKDOWN STRUCTURE (WBS) WORKSHEET

Template T-06 · Chapter 6: Work Breakdown Structure · radimkaufmann.com

Project Title		PM / Owner		Date / Version	
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WBS Levels: L0=Project · L1=Phase/Major Deliverable · L2=Sub-deliverable · L3=Work Package · L4=Task | 100% Rule: child items must cover 100% of parent scope — nothing more, nothing less

WBS Code	Lvl	▶	▶▶	Work Package / Task Description	Deliverable / Output	Owner	Hours	Cost (\$)	Start	End	Status
1.0	L0			[PROJECT NAME]	Final Accepted System	PM					In Progress
1.1	L1			PHASE 1: INITIATION	Phase 1 Complete	PM	40	\$4,000			
1.1.1	L2			Project Charter	Signed Charter	PM	8	\$800			
1.1.1.1	L3			Draft Charter	Charter Draft	PM	4	\$400			
1.1.1.2	L3			Review & Approve Charter	Approved Charter	Sponsor	4	\$400			
1.1.2	L2			Stakeholder Identification	Stakeholder Register	PM	16	\$1,600			
1.1.3	L2			Kick-off Meeting	Kick-off Minutes	PM	16	\$1,600			
1.2	L1			PHASE 2: PLANNING	Planning Documents	PM	120	\$12,000			
1.2.1	L2			Scope Definition	Scope Statement	PM	24	\$2,400			
1.2.1.1	L3			Requirements Gathering	Requirements Doc	BA	16	\$1,600			
1.2.1.2	L3			Scope Statement Sign-off	Signed Scope Stmt	PM	8	\$800			
1.2.2	L2			Schedule Development	Baseline Schedule	PM	24	\$2,400			
1.2.2.1	L3			WBS Creation	WBS Document	PM	8	\$800			
1.2.2.2	L3			Activity Sequencing & Estimating	Network Diagram	PM	16	\$1,600			
1.2.3	L2			Budget & Risk Planning	Budget + Risk Register	PM	32	\$3,200			
1.3	L1			PHASE 3: EXECUTION	Deliverables	PM					
1.3.1	L2			[Add Work Package]	[Deliverable]	[Owner]					
1.3.2	L2			[Add Work Package]	[Deliverable]	[Owner]					

1.3.3	L2		[Add Work Package]	<i>[Deliverable]</i>	[Owner]					
1.3.4	L2		[Add Work Package]	<i>[Deliverable]</i>	[Owner]					
<b>1.4</b>	<b>L1</b>		<b>PHASE 4: MONITORING &amp; CONTROL</b>	<b>Control Documents</b>	<b>PM</b>					
1.4.1	L2		Status Reporting	<i>Weekly Reports</i>	PM					
1.4.2	L2		Change Management	<i>Change Log</i>	PM					
<b>1.5</b>	<b>L1</b>		<b>PHASE 5: CLOSURE</b>	<b>Closed Project</b>	<b>PM</b>					
1.5.1	L2		Final Acceptance (PAC/FAC)	<i>Acceptance Protocol</i>	PM	16	\$1,600			
1.5.2	L2		Lessons Learned	<i>LL Report</i>	PM	8	\$800			
1.5.3	L2		Project Closure Report	<i>Final Report</i>	PM	8	\$800			
<b>TOTAL PROJECT ESTIMATE</b>						<b>368</b>	<b>\$36,800</b>			

From "Project Management: From Initiation to Closure" by Radim Kaufmann · [radimkaufmann.com](http://radimkaufmann.com) · Free download · 100% Rule: child items must equal 100% of parent scope