Work Breakdown Structure

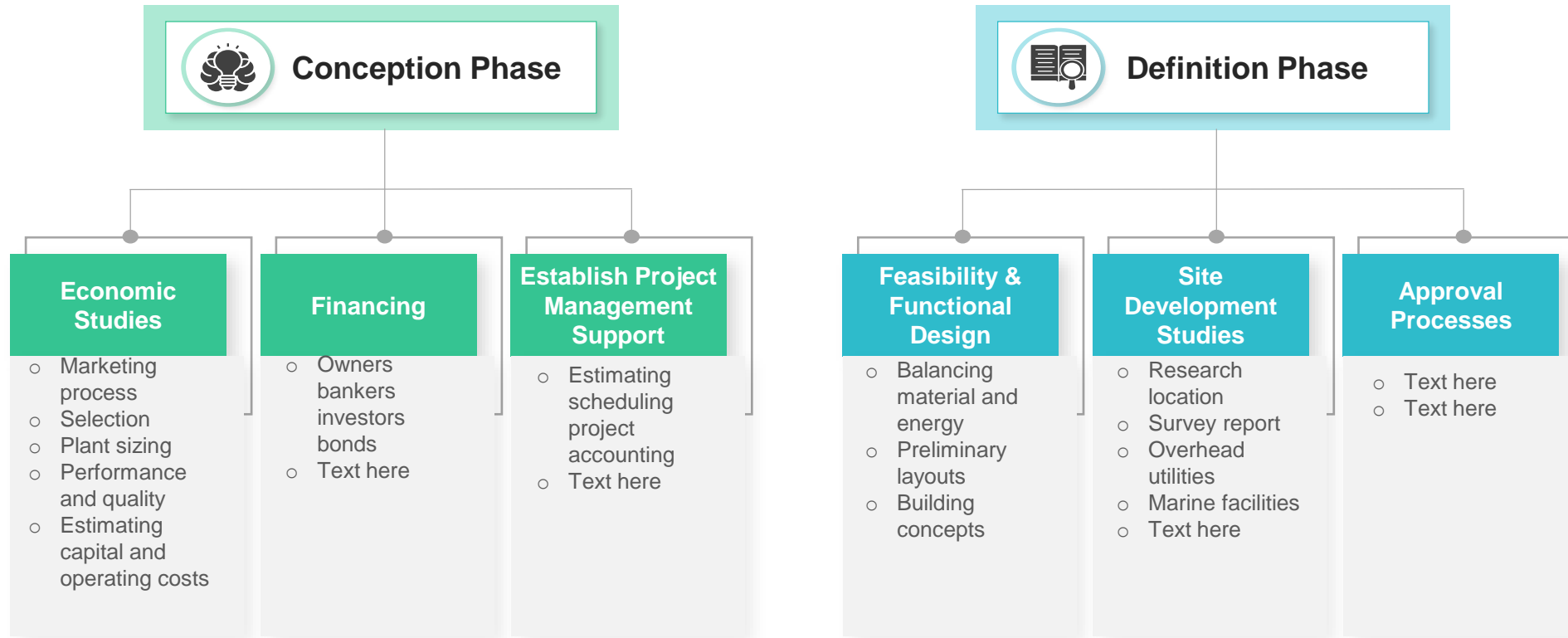**Slide Team**

Work Breakdown Structure

A work breakdown structure (WBS) is a visual, hierarchical, deliverable-oriented project deconstruction. It is a useful diagram for project managers because it allows them to break down the scope of their projects and visualise all of the tasks required to complete them.

The work breakdown structure chart outlines all project work steps, making it an essential project planning tool. Once the work is distributed into segments, organizations can also ensure that the right team is doing it. Such attention to detail results in fabulous, positive results across businesses.

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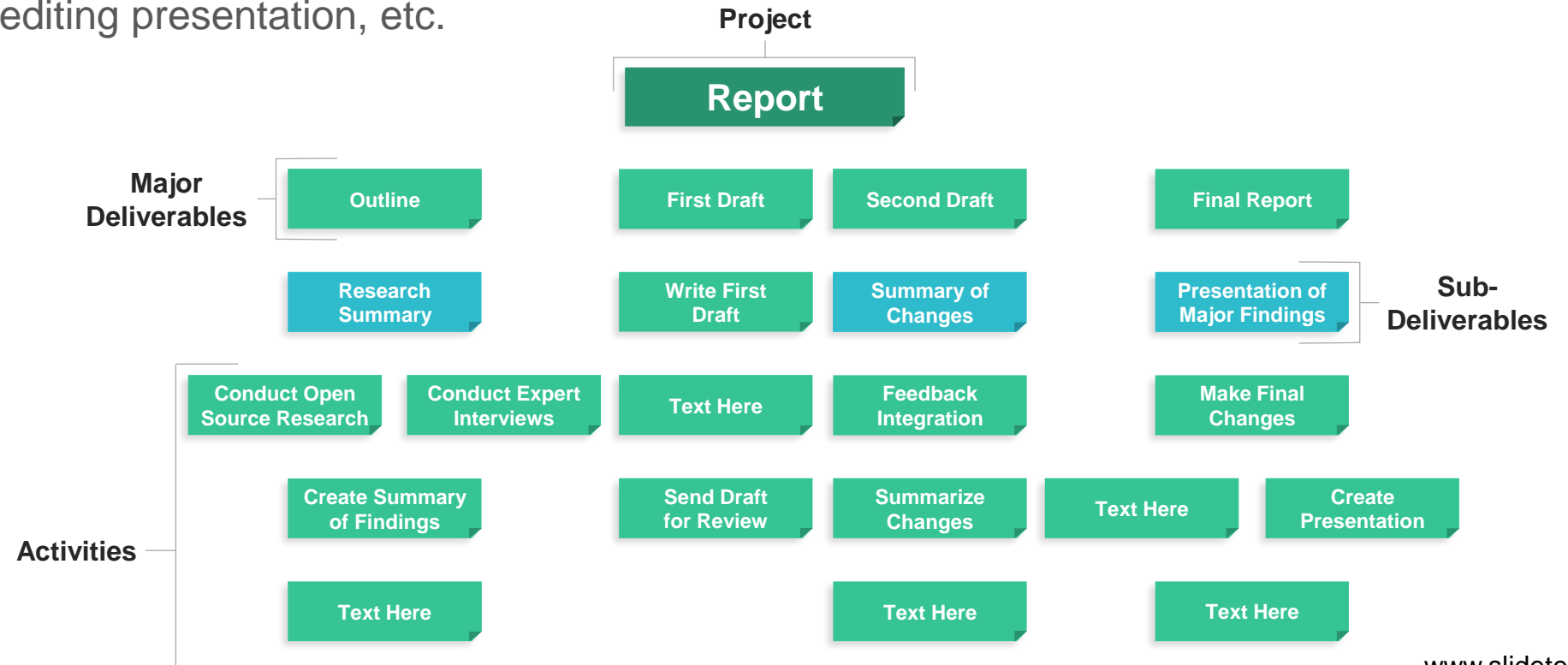# Key Phases of Work Breakdown Structure

This slide shows the work breakdown structure with conception and definition phase which covers economic studies, financing, establishing project Management support, functional design, site development studies, approval processes, etc. It will act as a roadmap to guide you to completion of what would seem to be a very complicated project scope. However, when broken down with a WBS, project planning, scheduling and resource planning suddenly become much more manageable.

Conception Phase

Economic Studies
- Marketing process
- Selection
- Plant sizing
- Performance and quality
- Estimating capital and operating costs

Financing
- Owners bankers investors bonds
- Text here

Establish Project Management Support
- Estimating scheduling project accounting
- Text here

Definition Phase

Feasibility & Functional Design
- Balancing material and energy
- Preliminary layouts
- Building concepts

Site Development Studies
- Research location
- Survey report
- Overhead utilities
- Marine facilities
- Text here

Approval Processes
- Text here
- Text here

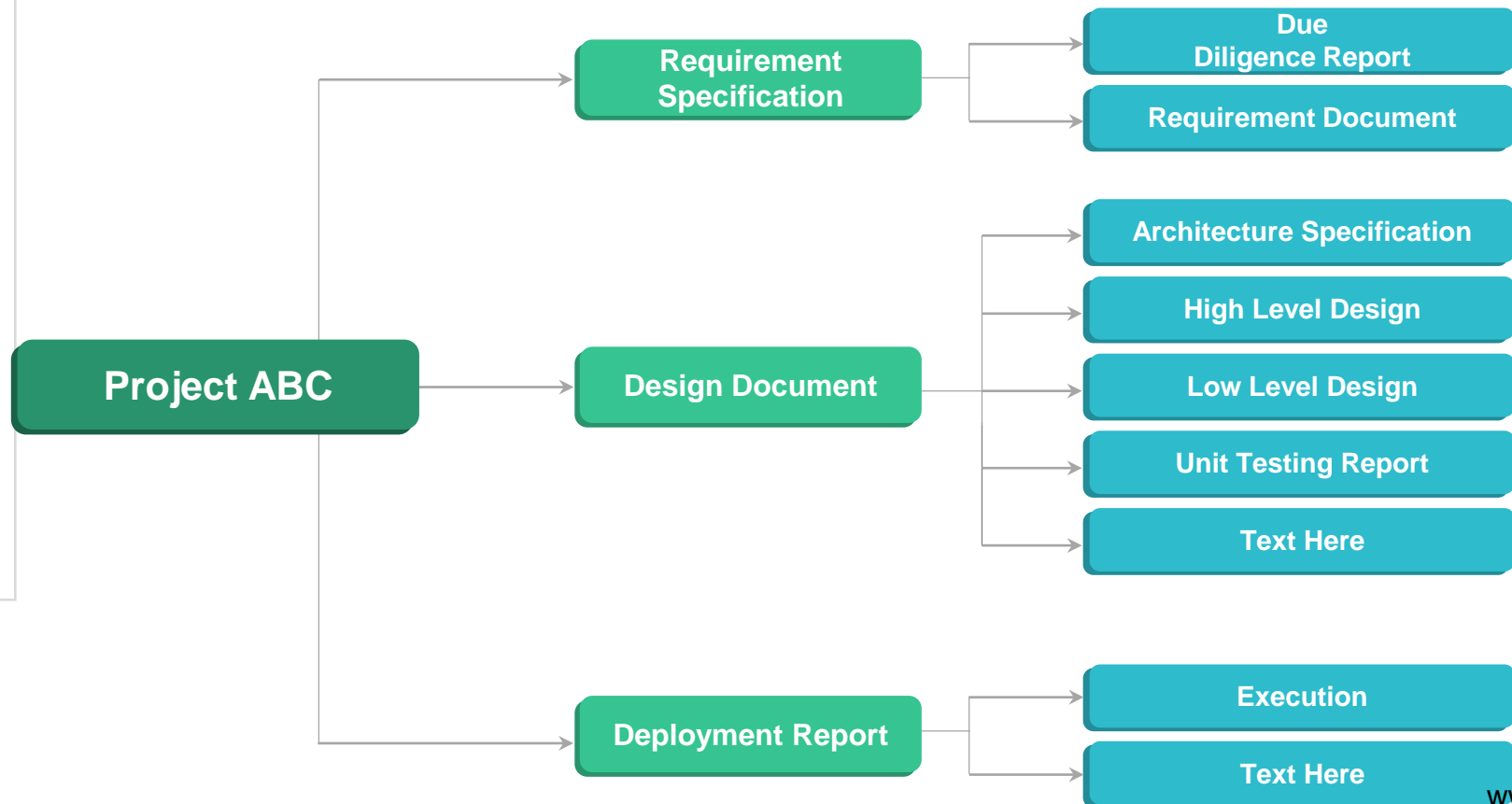# Work Breakdown Structure to Start Project

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This provides an outline view with a list of work packages, tasks and deliverables. It's probably the simplest method to make a WBS, which is sometimes all you need.This slide shows the work breakdown structure to start new project which focuses on project report that includes outlining, drafting, reporting, summary research, writing first draft, presenting major findings, sending draft for review, editing presentation, etc.
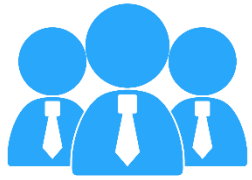
Project

Report

Major Deliverables

| Outline | | First Draft | Second Draft | | Final Report |

Sub-Deliverables

| Research Summary | | Write First Draft | Summary of Changes | | Presentation of Major Findings |

| Conduct Open Source Research | Conduct Expert Interviews | Text Here | Feedback Integration | | Make Final Changes |

Activities

| Create Summary of Findings | | Send Draft for Review | Summarize Changes | Text Here | Create Presentation |

| Text Here | | Text Here | | Text Here |

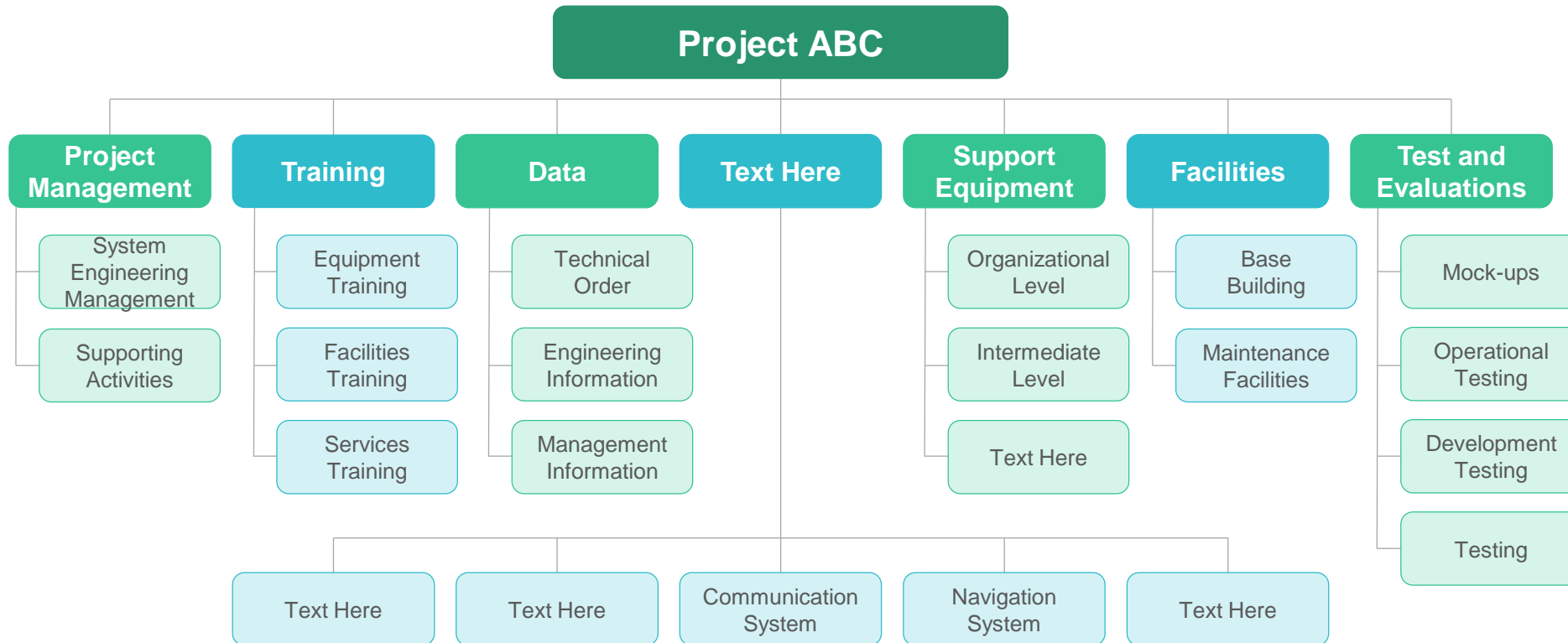# Work Breakdown Structure with Deployment Report

Break the larger project scope statement into a series of phases that will take it from conception to completion. You can also create control accounts, which are task categories for different work areas you want to keep track of. Focus on requirement specification, document designing, deployment report with due diligence report, architecture specification, unit testing report, plan execution, etc to assemble the final project.

Project ABC

- **Requirement Specification**
  - Due Diligence Report
  - Requirement Document
- **Design Document**
  - Architecture Specification
  - High Level Design
  - Low Level Design
  - Unit Testing Report
  - Text Here
- **Deployment Report**
  - Execution
  - Text Here

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Slide Work Breakdown Structure with Major Deliverables Team

This organizational chart has all the major WBS deliverable to focus your energy on. The key elements are project management, training, data, support equipment, facilities, test and evaluation with system engineering management, supporting activities, equipment, facilities and services training, technical orders, etc.

Project ABC

Project Management	Training	Data	Text Here	Support Equipment	Facilities	Test and Evaluations
System Engineering Management	Equipment Training	Technical Order		Organizational Level	Base Building	Mock-ups
Supporting Activities	Facilities Training	Engineering Information		Intermediate Level	Maintenance Facilities	Operational Testing
	Services Training	Management Information		Text Here		Development Testing
						Testing

- Text Here
- Text Here
- Communication System
- Navigation System
- Text Here

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WBS for IT Project

The goal of a WBS in IT Project is to make a large project more manageable. Breaking it down into smaller chunks means work can be done simultaneously by different team members, leading to better team productivity and easier project management.

Project Name: Department: Focus Area: Product/Process:	Project ABC Information Technology Text Here Sitemap

Prepared By

Document Owner (s)	Project/Organization Role
Robin Smith	Developing project schedule
John Foe	IT Resource planning
Text here	Text here

Project Closure Report Version Control

Version	Date	Author	Change Description
1.1	MM/DD/YYYY	John Foe	Creating document
1.2	MM/DD/YYYY	Mike Mackay	Creating closeout report of IT project
Text here	Text here	Text here	Text here

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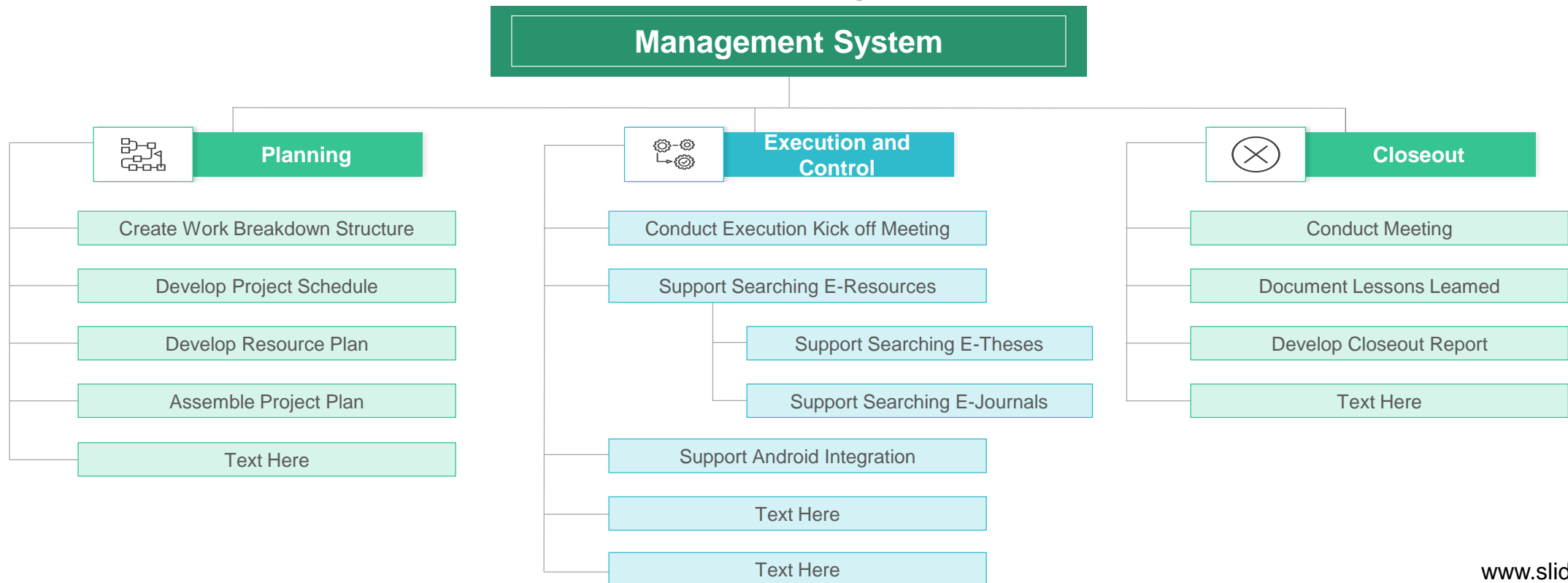# WBS for Market Research Project

It simplifies the communication of what needs to be done in a complex project very well. This, in turn, makes it easier to ask for help and allocate resources, it makes it easier to break down the work packets into activity lists – and then a schedule. For market research project, focus on description, assigned person, start and end date that covers three stages which includes data collection, site selection, contract confirmation, supplier selection, etc.

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Level	WBS	Description	Assigned To	Start Date	End Date	Notes
1	**1**	**Stage 1**	**Sr. Manager**	mm/dd/20XX	mm/dd/20XX	
2	1.1	Data collection and briefing	Manager	mm/dd/20XX	mm/dd/20XX	Text here
2	1.2	Site selection	Manager	mm/dd/20XX	mm/dd/20XX	Text here
3	1.2.1	Key partners identification	Assistant Manager	mm/dd/20XX	mm/dd/20XX	Text here
4	1.2.1.1	Contract confirmation	Analyst	mm/dd/20XX	mm/dd/20XX	Text here
4	1.2.1.2	Text here	Analyst	mm/dd/20XX	mm/dd/20XX	Text here
1	**2**	**Stage 2**	**Project Engineer**			
2	2.1	Drawing technical designs	Senior Engineer	mm/dd/20XX	mm/dd/20XX	Text here
3	2.1.1	Licensing applications	Junior Engineer	mm/dd/20XX	mm/dd/20XX	Text here
3	2.1.2	Text here	Junior Engineer	mm/dd/20XX	mm/dd/20XX	Text here
4	2.1.2.1	Text here	Trainee	mm/dd/20XX	mm/dd/20XX	Text here
1	**3**	**Stage 3**	Text here			
2	3.1	Submission and evaluation	Text here	mm/dd/20XX	mm/dd/20XX	Text here
3	3.1.1	Supplier selection	Sr. Manager	mm/dd/20XX	mm/dd/20XX	Text here
4	3.1.1.1	Text here	Manager	mm/dd/20XX	mm/dd/20XX	Text here
2	3.2	Text here	Text here	mm/dd/20XX	mm/dd/20XX	Text here
3	3.2.1	Text here	Sr. Manager	mm/dd/20XX	mm/dd/20XX	Text here
4	3.2.1.1	Text here	Manager	mm/dd/20XX	mm/dd/20XX	Text here

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A work breakdown structure is the foundation of project planning. It is a deliverable-oriented hierarchical decomposition of the work to be executed by the project team to accomplish the project objectives and create the required deliverables.

This following shows the work breakdown structure for project management which which covers planning, execution and control, closeout with sub tasks such as creating structure, developing project schedule and plan, conducting Kick-off meeting, etc.

Management System

Planning

- Create Work Breakdown Structure
- Develop Project Schedule
- Develop Resource Plan
- Assemble Project Plan
- Text Here

Execution and Control

- Conduct Execution Kick off Meeting
- Support Searching E-Resources
  - Support Searching E-Theses
  - Support Searching E-Journals
- Support Android Integration
- Text Here
- Text Here

Closeout

- Conduct Meeting
- Document Lessons Learned
- Develop Closeout Report
- Text Here

FAQs on Work Breakdown Structure

1. Where is a work breakdown structure employed?

A work breakdown structure is an essential diagrammatic sketch that underlines project components and resources. It also specifies the estimated budget and timeline for overall project completion. Whether it is software development, any construction activity, or event management, a work breakdown structure simplifies the variables and enlists all players in any project activity. This ensures right coordination is developed and projects are executed within the defined timelines.

2. What are the steps involved in creating a work breakdown structure?

A work breakdown structure as the name suggests involves assembling all core elements, referred to as the deliverables. A flowchart structure is the highlight when we attempt this scientific exercise, with the project objective one of the top objectives that branches out into major project deliverables down to the individual or team work packages. In this way, a project manager ensures that no task is left undone and every sub-objective is met, right up to the day of the completion of the project. Believe us, this is a fantastic way to execute projects.

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3. How many levels make up a work breakdown structure?

A work breakdown structure can have upto 12 levels as seen in a top construction project. A software project, on the other hand, can branch out up to four levels. The more extensive the branching, the more closely the project monitoring happens. This also impacts the resources needed and the manpower required. However, most projects have three levels and the number may increase depending on the complexity of the project under consideration.

4. What are the approaches one can take in developing work breakdown structures?

Some approaches used in developing work breakdown structures are:

- Component approach: Here the components of any project are highlighted and their interconnection and hierarchy developed further. For e.g. manufacturing automobiles, or their components, etc.
- Phasing approach: Here is a great method for devising a work breakdown structure in a software development activity. By identifying the phases and the sub-phases, you ensure a smooth process flow.
- Functional use approach: When a project involves departments with inter-connected responsibilities, a functional approach is best in framing its ideal work breakdown structure. In this method, branching identifies core areas such as sales, marketing, research and development, etc, that have to perform in close coordination to deliver the project objective.

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