WBS and WBS Dictionary

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| Project Title | [type the project title here] | |
| Project Manager |  | |
| Document Version  & Change History & Update Date |  |  |

Work breakdown Structure[[1]](#footnote-1)

WBS Dictionary[[2]](#footnote-2)

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| --- | --- | --- |
| **WBS Number:** | **WBS Name:** | **Work Package?**  **Yes /  No** |
| **WBS Predecessor(s):**  *Which WBS components must finish before this starts* | **WBS Description:**  *Document the description of this component in a few sentences here* | |
| **Must-Start Date:** |
| **Must-Finish Date:** |
| **WBS Estimated Effort:**  ? days | **Assumptions and Constraints:**  *Identify any assumptions or constraints that could help project/scheduling* | |
| **Assigned to:**  *Show the role or the person* |

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| --- | --- | --- |
| **WBS Number:** | **WBS Name:** | **Work Package?**  **Yes /  No** |
| **WBS Predecessor(s):**  *Which WBS components must finish before this starts* | **WBS Description:**  *Document the description of this component in a few sentences here* | |
| **Must-Start Date:** |
| **Must-Finish Date:** |
| **WBS Estimated Effort:**  ? days | **Assumptions and Constraints:**  *Identify any assumptions or constraints that could help project/scheduling* | |
| **Assigned to:**  *Show the role or the person* |

1. The Work Breakdown Structure (WBS) can be created with Microsoft Excel, Microsoft Project, or Visio. WBS can be shown in outline format and graphical format. In general, WBS for an IT project has three to four levels. WBS can be organized by phase, by product module, or even by organizational structure. It depends on the project, the structure of the team, and their preference. [↑](#footnote-ref-1)
2. Please show all WBS components in the sequence of WBS Number. [↑](#footnote-ref-2)