



CHECKLIST

WORK BREAKDOWN STRUCTURE

Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

	Does the work breakdown structure (WBS) define 100% of the scope of the project?
	Did the project team and the business owner have input to the WBS?
	Does the WBS contain the "What" of the project and not the "Who" or "When"?
	Does the WBS contain deliverables for Project Management at the second level?
	Does the WBS define work using nouns and adjectives?
	Is the WBS decomposed to a work package level that can be executed, monitored, and controlled?
	Is the WBS decomposed to an appropriate level so that it is not a to-do list?
	Is the work package level of the WBS still considered high cost or high risk? If yes, decompose further.
	Is the work required for a work package greater than 80 hours? If yes, consider decomposing further.
	Has the WBS been reviewed with the primary stakeholders prior to creating a schedule?
	Has a WBS Dictionary been created?