



## WBS CHECKLIST

This is a checklist to use when reviewing the quality of a Work Breakdown Structure.

- Does it define 100% of the work that will be produced by the project?
- Does each element represent a deliverable?
- Does it use a coding structure so that each element has a unique ID that shows its place in the hierarchy e.g. 1.1, 1.2, 1.1.1, 1.1.2?
- Will project stakeholders be able to understand the project scope from the WBS?
- Does it capture all external and internal deliverables including project management deliverables?
- Does each level represent 100% of the work required to deliver the parent level?
- Is the decomposition sufficient that the tasks required to deliver each work package can easily be identified?
- Is it in the format that gives a clear graphical, textual or tabular breakdown of the project scope?
- Is a hierarchical structure used?
- Does it have a least two levels with at least one level of decomposition?
- Was it created by those who will be performing the work?
- Is it being regularly updated as project changes are approved?
- Can you identify one person who is accountable for each work package?
- Can you clearly define the acceptance criteria for each work package?
- Does it allow you to estimate costs accurately?
- Does the WBS have logical summary elements that can be used in tracking progress and performance?
- Does the WBS provide sufficient detail to create an Organisational Breakdown Structure and Resource Assignment Matrix or RACI?
- Is there an alignment between the WBS and project accounting structures?
- Is the WBS sufficient to support reporting at a team, project, program and portfolio level?
- Does the WBS align with the size and complexity of the project? Is it sufficiently detailed to support planning and control, but not so detailed as to become cumbersome?