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| WORK BREAKDOWN STRUCTURE CHECKLIST | | | | |
| **Project Name :** | | | | |
| **Completed By :** | | **Date :** | | |
| **Answer the following questions for each of the elements at the lowest (most detailed) level of your WBS. Ideally all your check marks should be in white boxes – not gray ones.** | | | | |
| **Description** | | | **Yes** | **No** |
| 1 | Is more than one group or person responsible for the WBS element ? | | □ | □ |
| 2 | Does the element cover more than one work process or deliverable ? | | □ | □ |
| 3 | Are there significant gaps of time between the work processes within the WBS element ? | | □ | □ |
| 4 | Do the resource requirements change significantly within the element ? | | □ | □ |
| 5 | Do you need to track the timing or costs of specific work processes within the element ? | | □ | □ |
| 6 | Are there specific risks that might require a more detailed breakdown of the element ? | | □ | □ |
| 7 | Is there a stakeholder interested in the status/progress of only a portion of the element ? | | □ | □ |
| 8 | Can you estimate the cost and duration for the element with sufficient accuracy ? | | □ | □ |
| 9 | Is there enough detail to allow for accurate dependencies between elements ? | | □ | □ |
| 10 | Is the element clearly and uniquely defined ? | | □ | □ |
| 11 | Can you measure the progress of the element ? | | □ | □ |
| 12 | Can you clearly define when the element is complete ? | | □ | □ |
| 13 | Is the element clearly understood by appropriate stakeholders ? | | □ | □ |
| **Answer the following questions for your WBS as a whole.** | | | | |
| **Description** | | | **Yes** | **No** |
| 14 | Are all project objectives and deliverables included in the WBS ? | | □ | □ |
| 15 | Do you have enough detail for adequate control of your project ? | | □ | □ |
| 16 | Does each set of “children” describe the same work as the “parent”, but in more detail ? | | □ | □ |
| 17 | Have you included project management activities in your WBS ? | | □ | □ |
| 18 | Have you reviewed the WBS with all the appropriate stakeholders? | | □ | □ |
| 19 | Do you have so much detail that you will not be able to handle all the data ? | | □ | □ |
| 20 | Are there any other codes that need to map to WBS elements (e.g. account codes) ? | | □ | □ |
| 21 | Are there elements in the WBS that are not part of the project ? | | □ | □ |