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Work Breakdown Structure

Project Name:

Department:

Focus Area:

Product/Process:

Prepared By

Document Owner(s)	Project/Organization Role

Project Closure Report Version Control

Version	Date	Author	Change Description
			Created document.

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Work Breakdown Structure Purpose and Limitations
[Replace this text with a statement of the purpose and limitations of this worksheet, or use the following sample.] The purpose of this worksheet is to: • Identify the work to be done. • Identify the types of resources required for the work. • Develop estimates for each work element. • Identify storage locations. This worksheet does not address: • Who will perform the work. • When the work will be completed.

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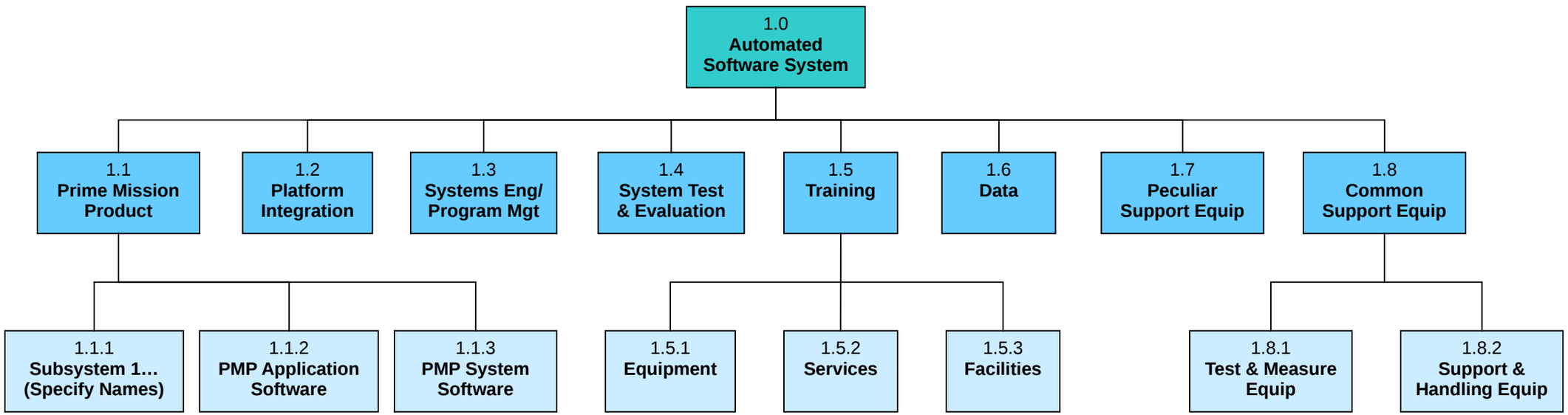
Work Breakdown Structure Organization Chart



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Work Breakdown Structure Worksheet

Work ID	Work Name	Description	Include (Completion Criteria)	Customer	Asset Type	Complexity	Estimated Effort	Skill Required	Dependency	Hand Off To	Storage/Location
1.0											
1.1											
1.1.1											
1.1.2											
1.1.3											
2.0											
2.1											
2.1.1											
2.1.2											

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