

---

<PROJECT>

## WORK BREAKDOWN STRUCTURE

---

Version Number: 1.0

Version Date: <mm/dd/yyyy>

---

*[Insert appropriate disclaimer(s)]*

## Notes to the Author

*[This document is a template of a Work Breakdown Structure document for a project. The template includes instructions to the author, boilerplate text, and fields that should be replaced with the values specific to the project.]*

- *Blue italicized text enclosed in square brackets ([text]) provides instructions to the document author, or describes the intent, assumptions and context for content included in this document.*
- *Blue italicized text enclosed in angle brackets (<text>) indicates a field that should be replaced with information specific to a particular project.*
- *Text and tables in black are provided as boilerplate examples of wording and formats that may be used or modified as appropriate to a specific project. These are offered only as suggestions to assist in developing project documents; they are not mandatory formats.*

### **When using this template, the following steps are recommended:**

1. *Replace all text enclosed in angle brackets (e.g., <Project Name>) with the correct field document values. These angle brackets appear in both the body of the document and in headers and footers. To customize fields in Microsoft Word (which display a gray background when selected) select File->Properties->Summary and fill in the appropriate fields within the Summary and Custom tabs.*

*After clicking OK to close the dialog box, update all fields throughout the document selecting Edit>Select All (or Ctrl-A) and pressing F9. Or you can update each field individually by clicking on it and pressing F9.*

*These actions must be done separately for any fields contained with the document's Header and Footer.*

2. *Modify boilerplate text as appropriate for the specific project.*
3. *To add any new sections to the document, ensure that the appropriate header and body text styles are maintained. Styles used for the Section Headings are Heading 1, Heading 2 and Heading 3. Style used for boilerplate text is Body Text.*
4. *To update the Table of Contents, right-click on it and select "Update field" and choose the option - "Update entire table".*
5. *Before submission of the first draft of this document, delete this instruction section "Notes to the Author" and all instructions to the author throughout the entire document.*

## VERSION HISTORY

*[Provide information on how the development and distribution of the Work Breakdown Structure will be controlled and tracked. Use the table below to provide the version number, the author implementing the version, the date of the version, the name of the person approving the version, the date that particular version was approved, and a brief description of the reason for creating the revised version.]*

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	<Author name>	<mm/dd/yy>	<name>	<mm/dd/yy>	<description of change>

# TABLE OF CONTENTS

<b>1 INTRODUCTION</b> .....	<b>4</b>
1.1 Purpose of The Work Breakdown Structure.....	4
<b>2 WBS ELEMENT DEFINITIONS</b> .....	<b>4</b>
<b>APPENDIX A: WORK BREAKDOWN STRUCTURE APPROVAL</b> .....	<b>5</b>
<b>APPENDIX B: REFERENCES</b> .....	<b>6</b>
<b>APPENDIX C: KEY TERMS</b> .....	<b>7</b>

# 1 INTRODUCTION

## 1.1 PURPOSE OF THE WORK BREAKDOWN STRUCTURE

The Work Breakdown Structure (WBS) Dictionary is a document that describes each component in the WBS by describing each element and the resources and processes required to produce it.

*<Include a general statement outlining the specific purpose of this document.>*

## 2 WBS ELEMENT DEFINITIONS

WBS Code	WBS Element
<i>[WBS code]</i>	<i>[WBS element name]</i>
WBS Element Description	
<i>[include a brief definition of the WBS element (function, deliverable, etc.) associated activities, milestones, and other information such as performance measurement criteria, statement of work paragraph number, contract line item, start and end dates, resource requirements, cost estimates, quality requirements, technical content, contact information, revision history, etc.]</i>	

WBS Code	WBS Element
<i>[WBS code]</i>	<i>[WBS element name]</i>
WBS Element Description	
<i>[include a brief definition of the WBS element (function, deliverable, etc.) associated activities, milestones, and other information such as performance measurement criteria, statement of work paragraph number, contract line item, start and end dates, resource requirements, cost estimates, quality requirements, technical content, contact information, revision history, etc.]</i>	

WBS Code	WBS Element
<i>[WBS code]</i>	<i>[WBS element name]</i>
WBS Element Description	
<i>[include a brief definition of the WBS element (function, deliverable, etc.) associated activities, milestones, and other information such as performance measurement criteria, statement of work paragraph number, contract line item, start and end dates, resource requirements, cost estimates, quality requirements, technical content, contact information, revision history, etc.]</i>	

WBS Code	WBS Element
<i>[WBS code]</i>	<i>[WBS element name]</i>
WBS Element Description	
<i>[include a brief definition of the WBS element (function, deliverable, etc.) associated activities, milestones, and other information such as performance measurement criteria, statement of work paragraph number, contract line item, start and end dates, resource requirements, cost estimates, quality requirements, technical content, contact information, revision history, etc.]</i>	

---

## Appendix A: Work Breakdown Structure Approval

The undersigned acknowledge that they have reviewed the **Work Breakdown Structure** and agree with the information presented within this document. Changes to this Work Breakdown Structure will be coordinated with, and approved by, the undersigned, or their designated representatives.

*[List the individuals whose signatures are desired. Examples of such individuals are Business Owner, Project Manager (if identified), and any appropriate stakeholders. Add additional lines for signature as necessary.]*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Role: \_\_\_\_\_

## APPENDIX B: REFERENCES

*[Insert the name, version number, description, and physical location of any documents referenced in this document. Add rows to the table as necessary.]*

The following table summarizes the documents referenced in this document.

<b>Document Name</b>	<b>Description</b>	<b>Location</b>
<i>&lt;Document Name and Version Number&gt;</i>	<i>&lt;Document description&gt;</i>	<i>&lt;URL or Network path where document is located&gt;</i>

## APPENDIX C: KEY TERMS

The following table provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
<i>[Insert Term]</i>	<i>&lt;Provide definition of term and acronyms used in this document.&gt;</i>