



CDC UNIFIED PROCESS CHECKLIST



WORK BREAKDOWN STRUCTURE

Purpose

The purpose of this document is to provide a quick reference checklist for use by the project manager to ensure that all appropriate activities related to **Work Breakdown Structure** have been addressed.

Activities Checklist

This section provides a checklist related to the practice of **Work Breakdown Structure**. The checklist can be used to assure that the project has completed the activities related to an effective **Work Breakdown Structure**.

Work Breakdown Structure Checklist	
	Does the WBS define 100% of the scope of the project?
	Was the WBS created jointly by the project team?
	Does the WBS contain the "What" of the project and not the "Who" or "When"?
	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 there a work package that cannot be scheduled between 1 day and 10 days? If yes, decompose further.
	Does the WBS contain deliverables for Project Management at Level 2?
	Has the WBS been reviewed with the primary stakeholders prior to creating a schedule?
	Has a WBS Dictionary been created?