



# WBS Checklist

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- ☐ The WBS defines 100% of the work that will be produced by the project
- ☐ Each element represents a deliverable
- ☐ A coding structure provides a unique ID showing its place in the hierarchy
- ☐ Project stakeholders will understand the project scope from the WBS
- ☐ The WBS captures all external and internal deliverables (incl. project management deliverables)
- ☐ Each level represents 100% of the work required to deliver the parent level
- ☐ The decomposition is sufficient to that the tasks required to deliver each work package can easily be identified
- ☐ The structure used is hierarchical
- ☐ The format gives a clear graphical, textual or tabular breakdown of the project scope
- ☐ The WBS has at least two levels with at least one level of decomposition
- ☐ The WBS was created by those who will be performing the work
- ☐ One person can be held accountable for each work package
- ☐ The acceptance criteria for each work package can be defined clearly
- ☐ The WBS allows to estimate cost accurately
- ☐ The WBS has logical summary elements that can be used in tracking progress and performance
- ☐ The WBS aligns with the size and complexity of the project
- ☐ It is sufficiently detailed to support planning and control, but not so detailed as to become cumbersome

