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| **PM-02-PS03: Develop a Work Breakdown Structure** |

Topic elements to be covered include:

1. Develop a Work Breakdown Structure

**Resources:**

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| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 121905000-KM-01, Introductory studies for Project Managers,  KM-01-KT03: Project management processes  KT0302 Planning |

Use the following WBS Completion Checklist to ensure that everything is included in your table: **WBS Completion Checklist**

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| **Appropriate level of detail**: Continue to break the work down until a task list is developed which meets the following criteria: | | | | **✓ / 🗴** |
| One (and only one) owner can be assigned to each of the lowest level tasks | | | |  |
| Clearly defined outputs are evident for each task | | | |  |
| Quality can be monitored through performance criteria associated with each output | | | |  |
| The tasks communicate the work to be accomplished to the person who is accountable | | | |  |
| The likelihood that a task is omitted or workflow forgotten is minimized | | | |  |
| Each task is well enough defined and small enough so that estimates of duration are credible | | | |  |
| The project is broken down to the level at which you want to track | | | |  |
| As a general rule, the lowest level tasks should have durations between two and twenty days and effort that equates to not more than 1 person week | | | |  |
| **No forgotten tasks:** Project delays are often caused by forgotten tasks, rather than inaccurate estimates. Ensure you have included tasks for: | | | | **✓ / 🗴** |
| Planning the project | | | |  |
| Approval cycles | | | |  |
| Key project meetings | | | |  |
| Management/customer interfaces | | | |  |
| Quality inspections/fixing defects | | | |  |
| Training | | | |  |
| Management | | | |  |
| Test planning, development and execution | | | |  |
| Project reviews and project closing | | | |  |
| **Signature** |  | **Date** |  | |