



Project Name :

Completed By :

Date :

Answer the following questions for each of the elements at the lowest (most detailed) level of your WBS. Ideally all your check marks should be in white boxes - not gray ones.

Description	Yes	No
1 Is more than one group or person responsible for the WBS element ?		
2 Does the element cover more than one work process or deliverable ?		
3 Are there significant gaps of time between the work processes within the WBS element ?		
4 Do the resource requirements change significantly within the element ?		
5 Do you need to track the timing or costs of specific work processes within the element ?		
6 Are there specific risks that might require a more detailed breakdown of the element ?		
7 Is there a stakeholder interested in the status/progress of only a portion of the element ?		
8 Can you estimate the cost and duration for the element with sufficient accuracy ?		
9 Is enough detail to allow the capturing of accurate dependencies between elements ?		
10 Is the element clearly and uniquely defined ?		
11 Can you measure the progress of the element ?		
12 Can you clearly define when the element is complete ?		
13 Is the element clearly understood by appropriate stakeholders ?		

Answer the following questions for your WBS as a whole.

Description	Yes	No
14 Are all project objectives and deliverables included in the WBS ?		
15 Do you have enough detail for adequate control of your project ?		
16 Does each set of "children" describe the same work as the "parent", but in more detail ?		
17 Have you included project management activities in your WBS ?		
18 Have you reviewed the WBS with all the appropriate stakeholders?		
19 Do you have so much detail that you will not be able to handle all the data ?		
20 Are there any other codes that need to map to WBS elements (e.g. account codes) ?		
21 Are there elements in the WBS that are not part of the project ?		

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- Reduce your project risk

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