



# WBS CHECKLIST

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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