



Project Name:

Completed By:

Date:

Answer the following questions for each of the elements at the lowest (most detailed) level of your WBS. The preferred responses are represented by white boxes. Gray box responses probably warrant further discussion, explanation, and/or documentation.

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 there enough detail to allow for 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 covered by 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?		