

WBS & WBS *Dictionary*

Breaks the project's total scope into deliverables and work packages, then describes each package so it can be estimated, scheduled, assigned, and accepted.

USE WHEN After the scope statement (T21), before the schedule and budget	OWNER Project manager with workstream leads · sponsor approves as part of the scope baseline	APPROACH PREDICTIVE / HYBRID	TIER Standard
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HOW TO USE THIS TEMPLATE 1. Make each scope statement (T21) deliverable a level-2 element. 2. Break each one into work packages you can estimate and assign. 3. Check the 100% rule at every level, project management included. 4. Describe each package in the dictionary; it feeds T28 and T31. 5. Delete guidance text (<i>italic</i>) before sharing.	Project name	
	Scope statement (T21) version	
	Prepared by	
	Version · date	
	Approved by · gate	

TERM	MEANING	TERM	MEANING
WBS	Hierarchy of the total scope of work, by deliverable (PMBOK® 6th Ed.)	100% rule	Children add up to exactly their parent: nothing missing, nothing extra (practice)
Work package	Lowest WBS level; estimated, scheduled, and costed as one unit	Control account	Point where scope, budget, cost, and schedule meet for earned value (PMBOK® 6th Ed.)
Decomposition	Splitting deliverables into smaller parts until they can be managed	8/80 heuristic	A work package takes 8 to 80 hours of effort (practice rule of thumb)
Naming	Name elements as nouns (results); activities go in the schedule (T28)	Adaptive work	Show as one summary element pointing to the backlog (T25); stories are not WBS items
Numbering	1 = level 1 · 1.1 = level 2 · 1.1.1 = level 3 (work package)	WBS dictionary	One row per work package: work, deliverable, owner, criteria, estimates

1 WBS hierarchy

Write the project name at the top. Use one level-1 branch per workstream, phase, or major deliverable, plus project management. Fill level 2 with deliverables; level-3 work packages go in the dictionary. Test: every deliverable in the scope statement appears exactly once.

Project (level 0)

OWNER · CA

OWNER · CA

OWNER · CA

OWNER · CA

OWNER · CA

Project

Level 1 · owner and control account (CA)

Level 2 · deliverable (ID and name)

Summary element for adaptive work (example page)

- 100% CHECK
- Every scope statement deliverable appears once

Project management work included

Every work package within the size rule

Adaptive work shown as a summary element

Every work package has one owner

2 WBS dictionary

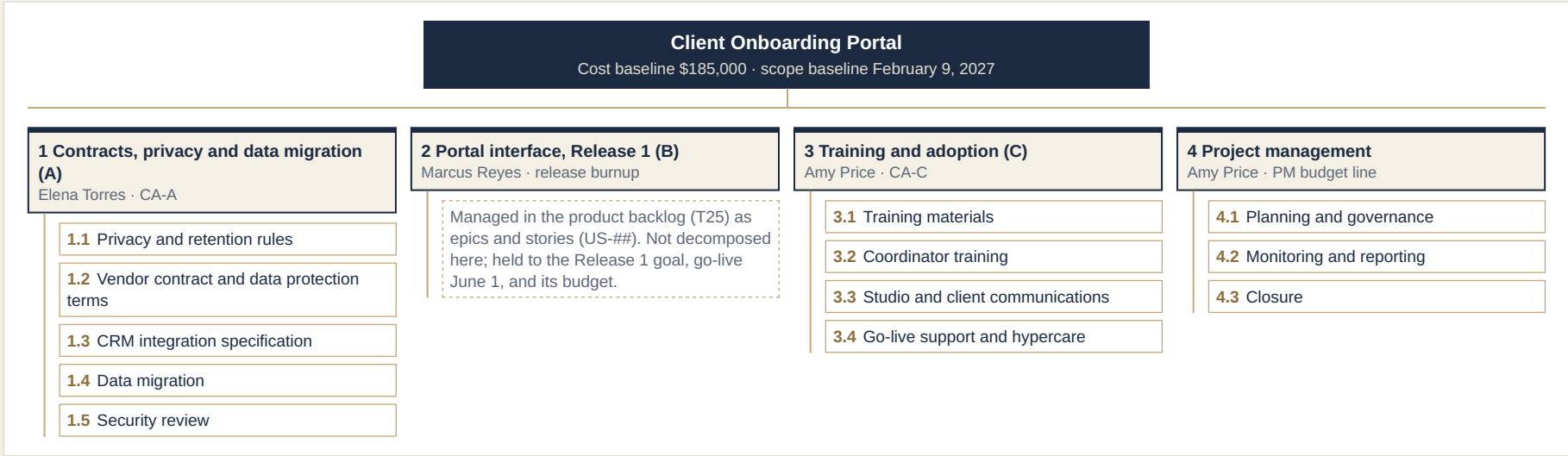
One row per work package. Describe the work in a sentence, name the deliverable it produces and one owner, and give criteria someone can check. Effort and cost are estimates for planning; they become the basis for the schedule (T28) and cost estimate (T31). Test: the owner could start the work from this row alone.

WBS ID	WORK PACKAGE	DESCRIPTION OF WORK	DELIVERABLE	OWNER	ACCEPTANCE CRITERIA	EFFORT (HRS)	EST. COST	DEPENDENCIES	CONTROL ACCOUNT
Total for the rows on this page (carry to the cost estimate, T31)									

COMPLETED EXAMPLE · ILLUSTRATIVE

Client Onboarding Portal · Northfield Creative Group (fictional marketing and design agency)

WBS v1.0 · prepared by Amy Price with Elena Torres, Priya Shah, and Marcus Reyes · approved by Dana Whitfield, CEO, with the scope statement (T21) at the requirements baseline gate, February 9, 2027.



Reading the example: workstreams A and C are decomposed to work packages of 80 hours or less (for example 1.4.1 field mapping, 1.4.2 trial migration, 1.4.3 cutover). The portal is one summary branch, so the WBS still covers 100% of the work and the budget rolls up to \$185,000, while its content flexes in the backlog. Control accounts CA-A and CA-C carry earned value (T16); the portal is tracked by release burnup.

COMPLETED EXAMPLE · WBS DICTIONARY (SELECTED ROWS)

WBS ID	WORK PACKAGE	DESCRIPTION OF WORK	DELIVERABLE	OWNER	ACCEPTANCE CRITERIA	EFFORT (HRS)	EST. COST	DEPENDENCIES	CONTROL ACCOUNT
1.1.2	Retention schedule	Set a retention period and disposal rule for every client data field	Retention schedule v1.0	Elena Torres	Every field in the data inventory has a rule; approved in writing	40	\$2,800	1.1.1	CA-A
1.2.2	Data protection terms	Review Clearpath's data protection clause against the privacy policy	Signed contract clause (CO-05)	Elena Torres	Clause matches policy; contract signed by Dana Whitfield	24	\$1,680	1.1.2	CA-A
1.3.1	CRM sync specification	Map contact fields and define sync rules with Clearpath	Specification v1.0	Priya Shah	Sync within 15 minutes, no duplicates (FR-03); Clearpath reviewed	60	\$4,200	1.1.1	CA-A
1.4.2	Trial migration	Migrate a copy of open onboarding records into the test portal	Trial migration report	Priya Shah	Record counts match; 20-record spot check passes	72	\$5,040	1.4.1, 1.3.1	CA-A
3.2.1	Coordinator training sessions	Two hands-on sessions per coordinator, recorded for later hires	Attendance record	Amy Price	All 6 coordinators trained by May 28 (TR-02)	48	\$3,360	3.1.1, UAT build	CA-C
4.2.1	Status reporting	Weekly status report and monthly steering pre-reads	Reports (T62)	Amy Price	Issued every Friday; pre-reads 2 business days ahead	72	\$5,040	None	PM budget
2	Portal Release 1	Summary element; content in the product backlog	Portal Release 1	Marcus Reyes	Release goal met; accepted on T75	Backlog	Release plan	1.3, 1.5	None (burnup)

Internal effort is costed at a blended rate of \$70 per hour (illustrative). Vendor configuration cost sits with the portal release, not in these rows.