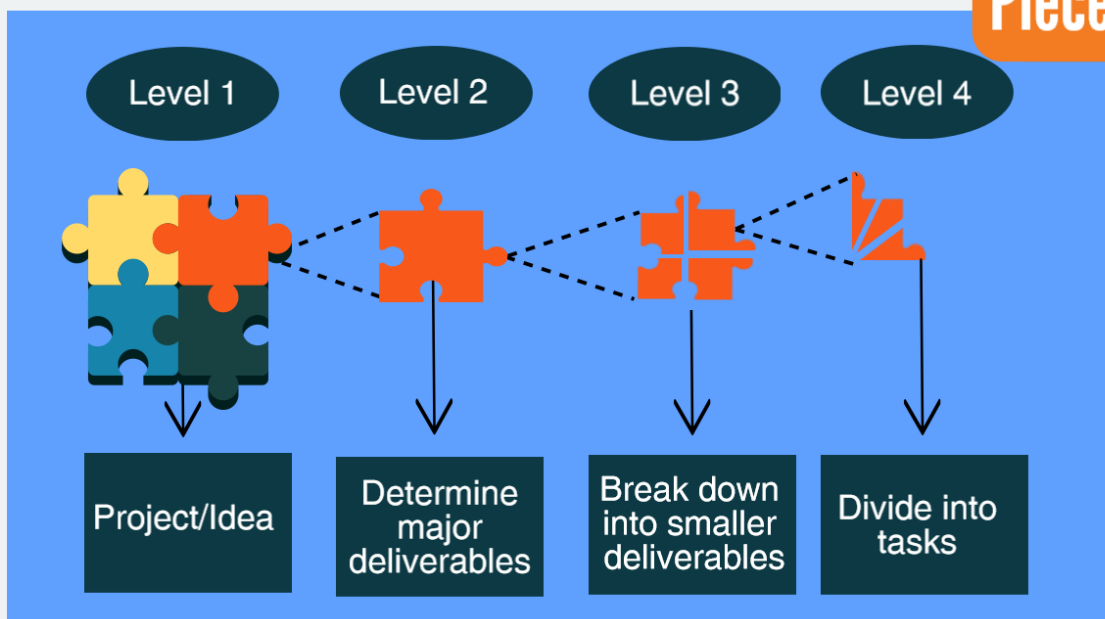


Work Breakdown Structure

A work breakdown structure (WBS) is a decomposition of the entire scope of a project into a list of manageable tasks. By categorizing tasks into groups or work packages it allows the team to better determine all tasks needed to successfully complete the project scope.

Puzzle Pieces

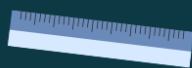


Tips and Tricks



100% Rule

100% of the scope should be found within the WBS so that no work is missed.



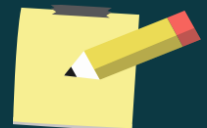
80/8 Rule

Tasks should be no shorter than 8 hours and no longer than 80 hours. This allows the tasks to be manageable.



Task/Verb Rule

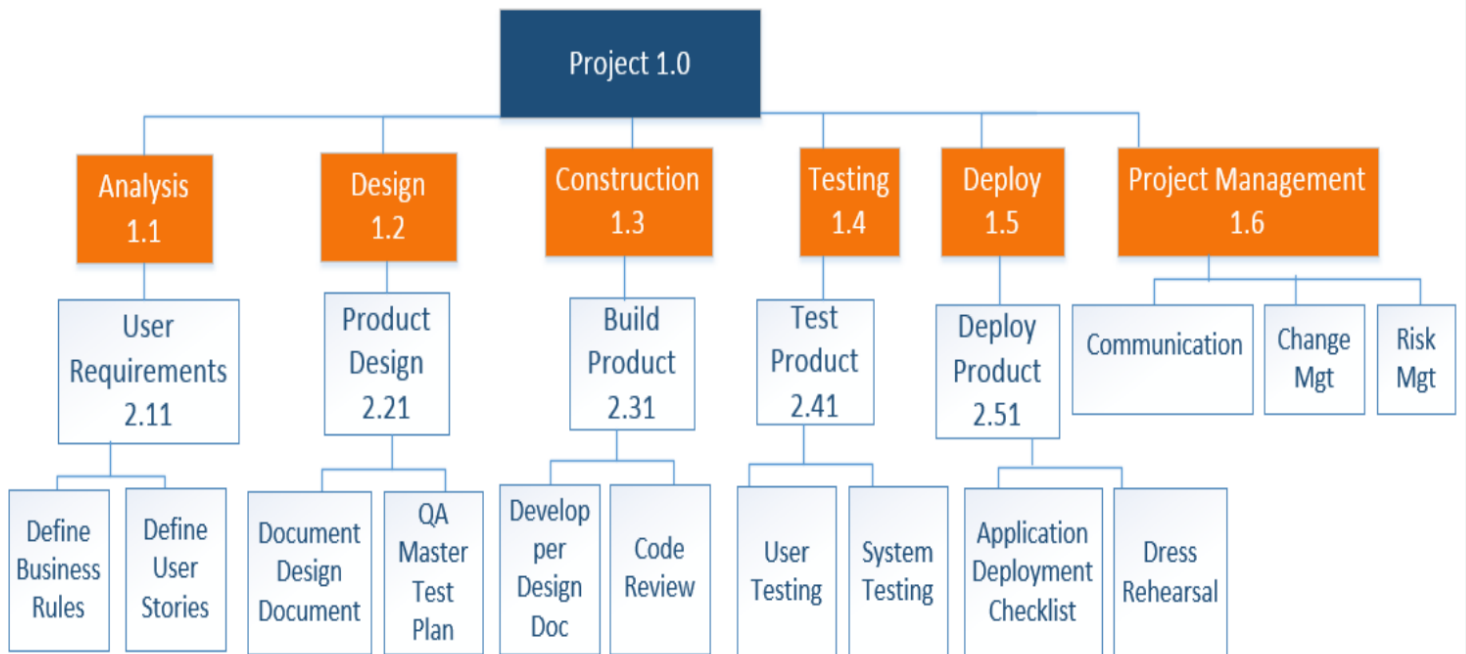
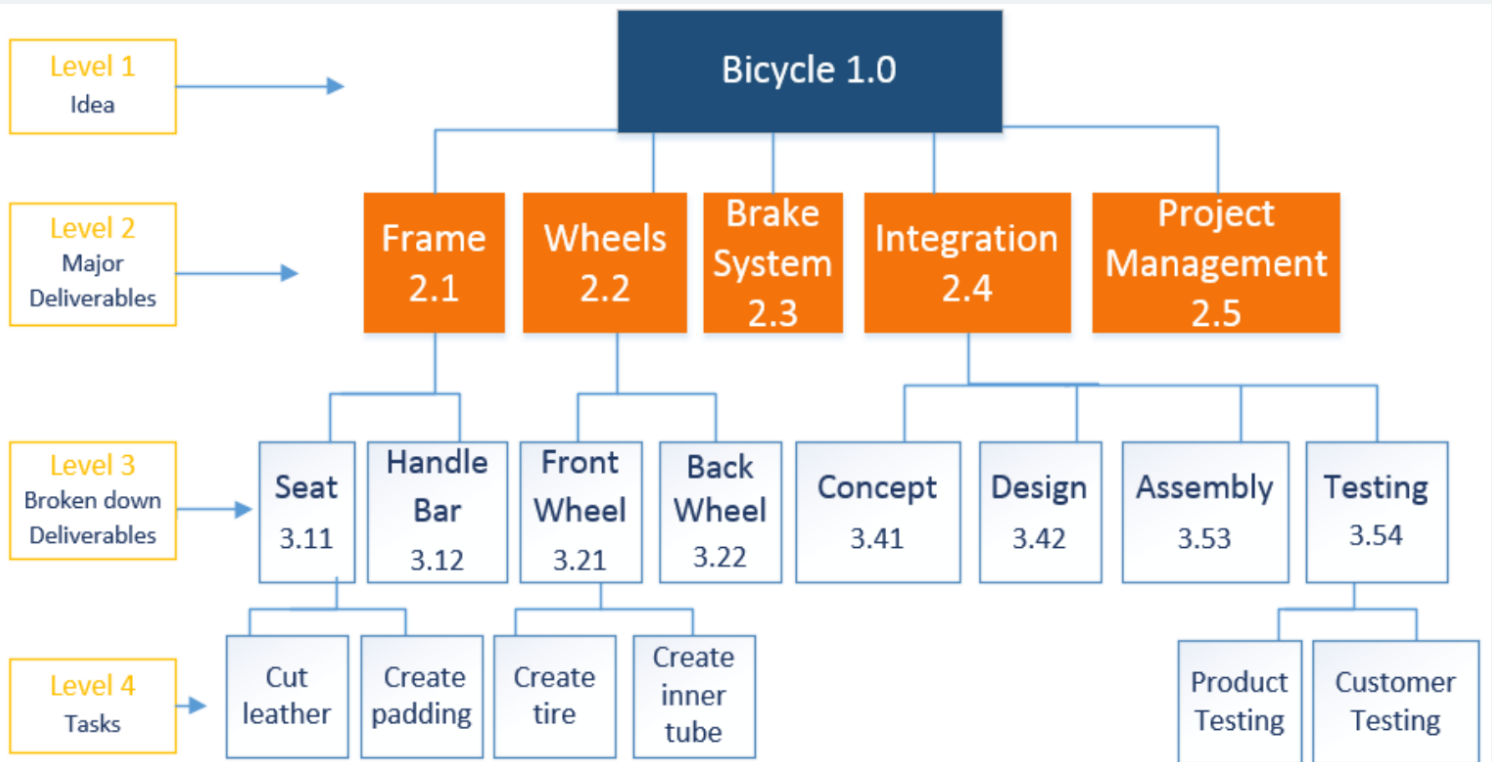
Tasks should be actions (verbs) and should only be found on the bottom of the WBS.



Brainstorming

Use sticky notes to allow everyone to write down their ideas. Any known tasks can also be written down before the session to save time.

WBS Examples



Contact AITS PMO (aits_pmo@uillinois.edu) if you would like us to help you develop a Work Breakdown Structure Session.

Need more Project Management information? Visit: <http://go.illinois.edu/PMToolkit>