Example: Work Breakdown Structure

The Work Breakdown Structure identifies the project's tasks and provides a framework for organizing and managing the work. Two methods for presenting a work breakdown structure (WBS) are the WBS outline and the WBS diagram.

**Work Breakdown Structure Diagram**
(task numbering optional)

- **Project Management Initiative Phase I**
  - **Initiate Project**
    - Develop Project Charter
      - Define Scope
      - Define Requirements
      - Define High-Level Roles
      - Define High-Level Budget
      - Identify High-Level Control Strategies
      - Finalize Charter
      - Consolidate and Publish Charter
      - Hold Review Meeting
      - Revisit Project Charter
      - Gain Approvals
  - Develop Work Plan
    - Develop Project Control Plan
    - Define Communication Plan
    - Develop Project Schedule
    - Develop Project Budget
    - Design web Delivery Tool
  - Plan Project
    - Develop Project Control Plan
    - Finalize Project Plan and Gain Approvals
    - Design Content formats
    - Design the Framework
    - Build the Framework
    - Test the Framework
    - Implement the Framework
  - Execute and Control Project
    - Write the content
    - Test web tool usability
    - Test content usability
    - Test content for quality
    - Adjust tool and content based on feedback
    - Build web tool prototype
    - Review content for quality
    - Test web tool usability
    - Implement the Framework
  - Close the Project
    - Conduct post project review
    - Move web tool to production environment
    - Announce tool availability
    - Celebrate