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In my previous article, I talked about all that you need to know about work Breakdown Structure for projects. In this article, I want to talk about how to develop a work Breakdown Structure for projects. Follow me as we look at that together in this article.

The guidelines...

#1 Reference material

There is a need for you to gather the reference materials and other inputs you will need. Some of the materials include the scope statement, requirement documentation, a WBS template, constraints and assumptions, constraints and assumptions and other planning inputs that may impact scope definition.

#2 Organisation

You have to determine how you are going to organise the work of your project. Regardless of the organisation, these elements represent the level directly below the project name on your WBS. The WBS can be created using various methods.

Subdividing the project into phases is the first level of decomposition and then subdividing the phases into product and project deliverables is the second level of decomposition.



The project can be subdivided into major deliverables, which can be the first level of decomposition.

Making the subprojects conducted outside the organisation the first level of decomposition and the supporting contract work the second level of decomposition.

#3 Major deliverables

You need to identify the major deliverables or subprojects for the project.

The major deliverables should be listed in the scope statement or contract, but your team may think of more deliverables that are necessary to achieve the project's objectives.

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If you are organizing your project work by major deliverables, this step will represent the level directly below the project name.

If you are organizing your work by some other method, the major deliverable will probably be two levels below the project name.

#4 Sufficient decomposition

You have to analyze each element to determine whether it is sufficiently decomposed. Can each deliverable be adequately scheduled, budgeted, and assigned to an individual person or group?

If yes, you have reached the work package level; decomposition for this element is complete. Skip the next step and go to step 6. If not, further decomposition is required for this element.

#5 Sub-deliverables

Break down each WBS element into Subdeliverables until you reach the work package level. For each element, ask yourself, "In order to create this deliverable, what Subdeliverables will we have to produce?". Repeat step 4.

#6 Validate your WBS

There is a need for you to validate your WBS using a bottom-up approach. Starting at the work package level, ensure that:

- The lower level components are necessary and sufficient for the completion of each decomposed item.
- [Each element is described as a deliverable](#) and is distinguishable from all other deliverables.
- Each element can be adequately budgeted, scheduled, and assigned to an individual person or group.

Remember that, although it is not necessary to have the same number of levels for each deliverable, a disproportionate number of levels may indicate that the deliverable is inappropriately decomposed.

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Analyze the element to determine whether one of the high-level components should be broken into two or more Sub-deliverables should be combined.

Make the necessary modifications before moving to step 7.

#7 Project code

Using your Organisation's or project code of accounts, assign a unique numeric cost code for each element, indicating its branch and level on the WBS for cost

performance tracking and reporting.

Action Point

PS: If you would like to have an online course on any of the courses that you found on this blog, I will be glad to do that on an individual and corporate level, I will be thrilled to do that because I have trained several individuals and groups and they are doing well in their various fields of endeavour. Some of those that I have trained include the staff of Dangote Refinery, FCMB, Zenith Bank, New Horizons Nigeria, and Phillips Consulting among others. Please come on Whatsapp and let's talk about your training. [**You can reach me on Whatsapp HERE.**](#) Please note that I will be using Microsoft Team to facilitate the training.

I know you might agree with some of the points that I have raised in this article. You might disagree with some of the issues raised. Let me know your views about the topic discussed. We will appreciate it if you can drop your comment. Thanks in anticipation.

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