Work Breakdown Structure Checklist

Starting

- Business goals clear and agreed
- Project scope defined
- Success defined
- Stakeholders and their expectations are clear
- Constraints and assumptions identified

Creating

- Work is broken down into logical packages
- Each package is doable and assigned
- All work included with no duplicates
- All work is relevant to the project success
- Every package has a duration and cost

Using

- WBS is actively used and regularly updated
- Critical path known and regularly updated
- Risks are actively monitored and managed
- Clear communication across teams facilitated by the WBS
- Progress is regularly monitored
- WBS adapted based on project realities

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