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A Handy CHECK LIST to review any WBS (from any business domain)

Use this checklist to review your own WBS - or those of others. This checklist is domain-agnostic. You can print this out and keep handy.

Does the WBS:

1. Contain a **DELIVERABLE-ORIENTED** grouping of project elements?
2. Contain inputs from:
     1. People who will do the actual work?
     2. Technical inputs, as required, from Subject Matter Experts (**SMEs**)?
3. Cover 100% of the SCOPE of the project?
     1. **BONUS:** can this be *communicated to* and *verified by* the *stakeholders*?
     2. Is every deliverable clarified without any doubt to all stakeholders?
4. Employ an Hierarchical structure, such that:
     1. **At least** 2 levels - with bottom level being a meaningful decomposition
     2. Each sub-level should contain 100% scope of parent level
5. Are the internal, external and interim deliverables clearly identified
6. Is Project Management included? Are Control activities included?
7. Come under Change Control - so that future changes can be included and versioning is available?
8. Have each WBS element that can be assigned accountability, without exception?
9. Match the size, complexity, priority of the project?
10. Use a coding technique that matches with your Organization?
11. Incorporate learnings (both positive and negative) from previous similar projects?
12. Have every element suitable for project tracking (To avoid non-measurable elements)?

BONUS POINTS:

1. Can you define the Acceptance Criteria for key WBS elements?
2. Can you use the WBS to estimate costs effectively? (Time, effort, monetary)
3. Does the WBS map to either a RACI matrix or Organizational Breakdown Structure (OBS) or a Resource Assignment Matrix (RAM) - or any such tools used by your organization?