

PROJECT MANAGEMENT TOOL #3: WORK BREAKDOWN STRUCTURE (WBS)

Use this tool to break the project objectives into manageable tasks, set the schedule, assign responsibility, designate a budget, and outline risks. The gray text is an example to help you get started.

Project Name:	Current Date:
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1. Procure equipment.

- 1.1. Purchase enterprise telework software.
 - 1.1.1. Complete PO and order software and license.
- 1.2. Ship equipment to health center.
 - 1.2.1. Alert IT that equipment is slated for arrival.

DEFINITION OF DONE	Equipment is ready for installation in health center
DURATION	7 days
ASSIGNMENT	Jesus
BUDGET	\$40,000
RISKS	A portion of health center equipment may be incompatible
STATUS	Done

1. Major Task/Deliverable

- 1.1. Level 1 subtask
 - 1.1.1. Level 2 subtask

DEFINITION OF DONE	
DURATION	
ASSIGNMENT	
BUDGET	
RISKS	
STATUS	

Major Task/Deliverable

- 1.2. Level 1 subtask
 - 1.2.1.Level 2 subtask

DEFINITION OF DONE	
DURATION	
ASSIGNMENT	
BUDGET	
RISKS	
STATUS	

2. Major Task/Deliverable

- 2.1. Level 1 subtask
 - 2.1.1.Level 2 subtask

DEFINITION OF DONE	
DURATION	
ASSIGNMENT	
BUDGET	
RISKS	
STATUS	

3. Major Task/Deliverable

- 3.1. Level 1 subtask
 - 3.1.1.Level 2 subtask

DEFINITION OF DONE	
DURATION	
ASSIGNMENT	
BUDGET	
RISKS	
STATUS	

4. Major Task/Deliverable

4.1. Level 1 subtask

4.1.1. Level 2 subtask

DEFINITION OF DONE	
DURATION	
ASSIGNMENT	
BUDGET	
RISKS	
STATUS	

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