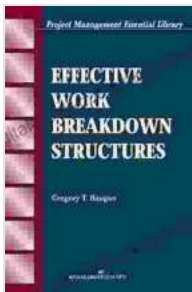


# Effective Work Breakdown Structures: The Project Management Essential Library

A work breakdown structure (WBS) is a hierarchical decomposition of a project into smaller, more manageable components. It is an essential tool for project managers, as it helps to organize and plan the project, track progress, and identify risks.

This article will provide an overview of WBSs, including their benefits, how to create one, and how to use them effectively.



## Effective Work Breakdown Structures (The Project Management Essential Library Series) by Gregory T. Haugan

★★★★☆ 4.3 out of 5

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File size : 7581 KB  
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Screen Reader : Supported  
Enhanced typesetting : Enabled  
Word Wise : Enabled  
Print length : 120 pages



## Benefits of WBSs

There are many benefits to using WBSs, including:

- **Improved planning:** A WBS helps project managers to identify all of the tasks that need to be completed in order to achieve the project's

goals. This allows them to plan the project more effectively and to allocate resources appropriately.

- **Better communication:** A WBS can help project managers to communicate with stakeholders about the project. It provides a common reference point for all stakeholders and helps to ensure that everyone is on the same page.
- **Increased control:** A WBS helps project managers to track progress and to identify risks. This allows them to take corrective action early on, before problems become major issues.
- **Improved efficiency:** A WBS can help project managers to improve efficiency. By breaking down the project into smaller components, it becomes easier to identify and eliminate unnecessary tasks.

## How to Create a WBS

Creating a WBS is a relatively simple process, but it does require some planning and effort. The following steps will help you to create a WBS:

1. **Define the project scope:** The first step is to define the scope of the project. This includes identifying the project's goals, objectives, and deliverables.
2. **Break down the project into smaller components:** Once you have defined the project scope, you can start to break it down into smaller components. These components should be manageable and should be related to the project's goals.
3. **Organize the components into a hierarchy:** Once you have broken down the project into smaller components, you need to organize them

into a hierarchy. This will help you to see how the components are related to each other.

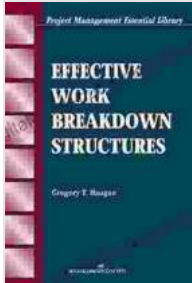
4. **Assign responsibilities:** Once you have organized the components into a hierarchy, you need to assign responsibilities for each component. This will help to ensure that everyone knows what they are responsible for and that the project is completed on time.

## **How to Use WBSs Effectively**

Once you have created a WBS, you need to use it effectively in order to reap the benefits. Here are some tips for using WBSs effectively:

- **Use it as a planning tool:** The WBS can be used as a planning tool to help you to identify all of the tasks that need to be completed in order to achieve the project's goals. It can also be used to estimate the time and resources that will be needed to complete each task.
- **Use it as a communication tool:** The WBS can be used as a communication tool to help you to communicate with stakeholders about the project. It provides a common reference point for all stakeholders and helps to ensure that everyone is on the same page.
- **Use it as a tracking tool:** The WBS can be used as a tracking tool to help you to track progress and to identify risks. This allows you to take corrective action early on, before problems become major issues.
- **Use it as an improvement tool:** The WBS can be used as an improvement tool to help you to improve efficiency. By breaking down the project into smaller components, it becomes easier to identify and eliminate unnecessary tasks.

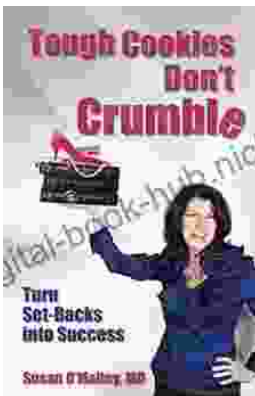
WBSs are a powerful tool that can help project managers to plan, track, and control projects. By following the tips in this article, you can use WBSs effectively to improve your project management skills.



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