

WBS

What is the WBS code?

The WBS code is used to represent a task's position within the hierarchical structure of a project.

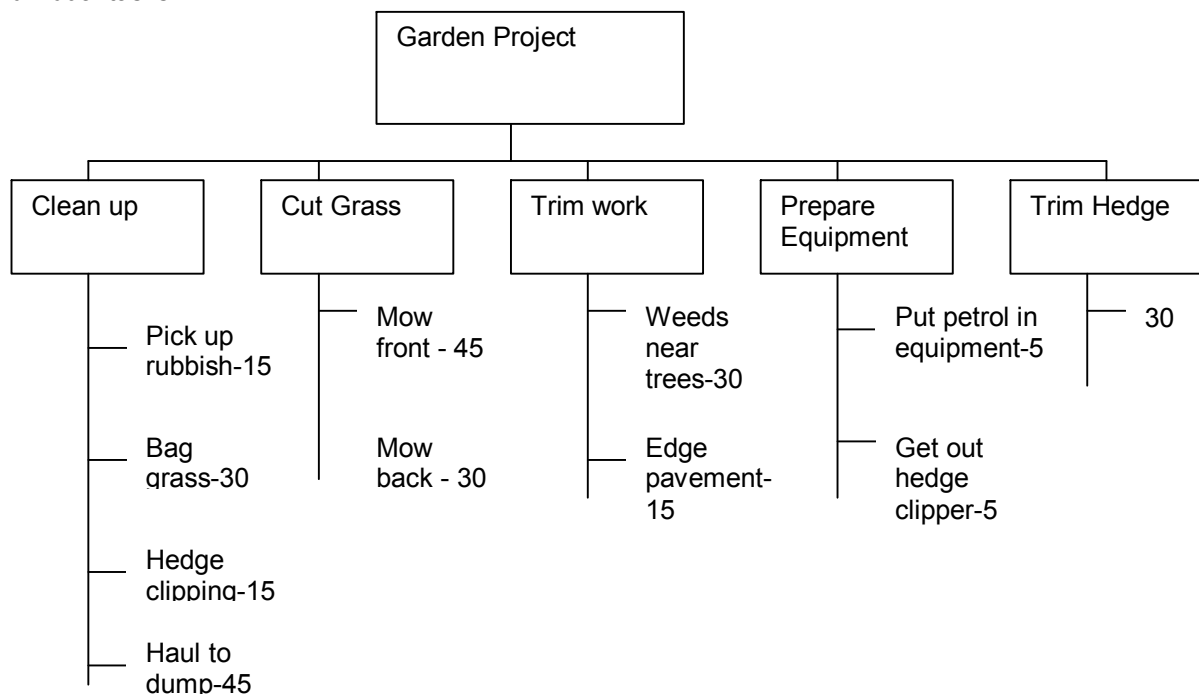
Why use the WBS?

- To reduce Errors in your estimates
- To keep the structure when you import to another program.

Reducing errors in your estimates

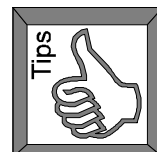
The most useful tool for reducing errors in your projects is the Work Breakdown Structure. A project is divided into phases which are subdivided into tasks and subtasks.

Example: the garden project below has been divided up into main tasks and then subdivided into individual tasks



When should I stop breaking down tasks

Stop breaking down the work when you reach a point at which you can estimate to the desired degree of accuracy



Good practice

- People who must do the work should participate in the planning
- The WBS should be developed before the schedule
- Make a rough drawing or flow chart before entering information into Project

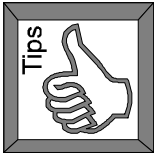
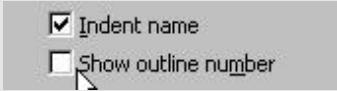
Viewing the WBS

There are two ways of seeing the WBS.

- View outline numbers next to the task
- Insert a new WBS column

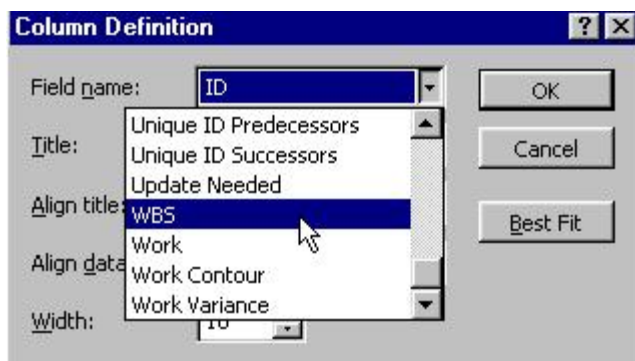
Viewing the Outline numbers

1. Click on Tools menu
2. Click on Options
3. Click on View tab
4. Click on Show Outline number



Or you can do this...

1. Right-click on column heading
2. Click on Insert Column
3. Click on arrow next to Field name
4. Scroll down and click on WBS



5. Click OK