



Creating a Winning Work Breakdown Structure

Course Description

This accelerated learning course is designed to prepare you to create a Work Breakdown Structure (WBS) on your own, real world projects. Expanding upon the WBS section of our popular Project Management Tricks of the Trade class, you will learn the benefits of the WBS in project management, and practice creating several work breakdown structures with the help of the instructor and your classmates. You will be given a unique opportunity to begin creating your WBS for your current real world project.

Course Objectives

At the completion of this course, students will be able to:

- Master the basic WBS concepts
- Articulate the benefits of a WBS
- Understand what is and is not included in a WBS and its dictionary
- Employ different WBS formats, tools, and best practices
- Create a WBS and a WBS Dictionary
- Utilize a WBS to justify resources, manage many aspects of the project, and help team members understand their roles and deliverables

Course Outline

Understanding the WBS

- Definitions
- WBS Benefits and Uses

Creating the WBS

- What Is and is Not Included in the WBS
- Concepts by Industry and the Project Life Cycle
- WBS vs. the Project Schedule
- WBS Formats and Examples

Creating the WBS

- WBS Methods and Best Practices
- Decomposition
- Numbering Schemes and Naming Conventions

WBS Dictionary

- Purpose and Uses of the WBS Dictionary
- Top Down and Bottom Up Perspectives

Using the WBS

- Planning
- Monitoring & Controlling
- Closing

Special Topic: Creating the WBS with a Virtual Team

Conclusion

- Summary & Review
- Action Plan: Use what you have learned
- Recommended Reading
- Q & A
- Where Do You Go from Here?

Duration & Units:

1 Day, 6 PDUs/Contact Hours

Level of Knowledge



Beginner

Intermediate

Advanced

Audience:

This course is designed to prepare project managers to create Work Breakdown Structures (WBS) for active projects. Expanding upon the WBS section of our popular Project Management Tricks of the Trade class, students will learn the benefits of the WBS in project management, and practice creating several Work Breakdown Structures

Course Benefits:

- Gather requirements in the early stages of the project
- Define the product scope and the project scope requirements
- Apply tricks and tips to elicit better requirements

Course at-a-Glance:

- 1 Day, 6 PDUs/Contact Hours
- 9 am to 4 pm

Other Recommended Courses:

- Dealing with Unrealistic Project Schedules
- Tricks of the Trade® for Negotiation
- Project Estimating: How to Bullet Proof Your Project Plan

continued...

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Course Materials

Students will receive the following materials with the course attendance:

- Creating a Winning Work Breakdown Structure Student Slides
- Creating a Winning Work Breakdown Structure Workbook

**This course counts as credit towards an RMC Fellow's Certificate™ Program designation.*

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