



Work Breakdown Structure: 100% Coverage Creation Checklist

Work breakdown structure creation made simple with an interactive checklist—commentable and ready to export as PDF/Excel.
Build a traceable WBS with 100% scope coverage.

Project:
Date:
Filled by:

Plan Scope and Standards

1	Confirm the approved scope baseline using the latest scope statement, drawings, and contract. Method: review PEP, SOW, and scope register. Acceptance: 100% scope items identified and current. Evidence: coverage map (scope→deliverable), PM approval note, file version stamped.
2	Define WBS purpose, boundaries, and deliverable orientation (product/output vs phases). Method: kickoff with core team. Acceptance: one documented scope boundary note. Evidence: 1-page WBS charter uploaded with date, owner signature.
3	Select authoring tool (PM software or spreadsheet) and shared repository. Method: configure template and permissions. Acceptance: single source of truth accessible to stakeholders. Evidence: repository link, access list, template ID/version.
4	Set decomposition stop criteria (work package size and measurability). Method: adopt 0.5–20 d guideline and deliverable test. Acceptance: criteria documented and visible. Evidence: criteria note in project wiki, PM sign-off.
5	Establish acceptance checks: 100% rule, MECE, and dictionary completeness. Method: checklist embedded in review workflow. Acceptance: all checks green before baseline. Evidence: review log with reviewer names and timestamps.

Structure and Numbering

6	Create Level-1 deliverables aligned to major scope domains. Method: affinity mapping workshop. Acceptance: Level-1 covers 100% of scope with no overlaps. Evidence: workshop minutes and whiteboard photo attached.
7	Establish a hierarchical numbering scheme (e.g., 1, 1.1, 1.1.1) using a coding mask. Method: configure auto-numbering. Acceptance: continuous sequence without gaps or duplicates. Evidence: auto-numbering report screenshot.
8	Define control accounts at management points where scope, cost, and schedule integrate. Method: flag nodes as control accounts. Acceptance: each control account has a named cost owner. Evidence: responsibility matrix extract with signatures.
9	Assign accountable owners to each Level-1 deliverable and control account. Method: RACI mapping. Acceptance: 100% ownership assigned, no blanks. Evidence: RACI sheet with names, dates, and approvals.
10	Configure validation scripts to detect orphans and duplicate IDs. Method: run structure check. Acceptance: 0 orphans, 0 duplicates. Evidence: validation log uploaded with run timestamp.

Decompose Deliverables

11	Decompose each Level-1 into Level-2+ using deliverable-based breakdown. Method: facilitated workshop with SMEs. Acceptance: children fully describe the parent's output. Evidence: updated tree screenshot and attendee list.
12	Define work packages with measurable outputs and completion criteria. Method: use dictionary template. Acceptance: each package has unambiguous, testable acceptance. Evidence: dictionary fields completed; sample check signed.
13	Prevent overlaps; make siblings mutually exclusive and collectively exhaustive (MECE). Method: peer review against siblings. Acceptance: 0 overlaps flagged. Evidence: review checklist with resolved comments.
14	Document assumptions, constraints, and exclusions for each work package. Method: fill dictionary sections. Acceptance: no required field blank. Evidence: dictionary completeness report ($\geq 100\%$).
15	Check scheduling readiness: define predecessors/successors, resource type, and rough duration. Method: pre-schedule form. Acceptance: duration within 0.5–20 d unless justified. Evidence: readiness log with exceptions noted.

Validate and Optimize

16	Cross-check WBS against contract deliverables and scope statement. Method: coverage matrix (Contract→WBS). Acceptance: 0 missing/extra items. Evidence: matrix export with reviewer approval.
17	Run structural quality checks: no orphan parents, logical sibling count, and balanced depth. Method: software analytics. Acceptance: thresholds met; exceptions documented. Evidence: quality report PDF attached.
18	Reconcile quantitative rollups (cost/quantities) via WBS codes. Method: model-to-rollup compare. Acceptance: variance within $\pm 1\%$ or justified. Evidence: reconciliation sheet with PM initials.
19	Confirm dictionary-to-WBS ID consistency. Method: sample $\geq 10\%$ or 10 items minimum. Acceptance: 0 mismatches. Evidence: sampling record, screenshots of matched IDs.

WBS Dictionary and Traceability

20	Author dictionary entries for every work package: description, outputs, acceptance tests, completion definition. Method: approved template. Acceptance: 100% entries complete. Evidence: dictionary export, completeness = 100%.
21	Link risks, quality requirements, and applicable specifications to WBS IDs. Method: reference risk IDs and requirements per approved project specifications and authority requirements. Acceptance: all high/medium risks mapped. Evidence: risk-to-WBS matrix.
22	Tie estimates and budgets to WBS codes for rollups. Method: cost model keyed by WBS. Acceptance: 100% packages costed; totals reconcile within $\pm 1\%$. Evidence: cost rollup report.

Baseline, Communication, and Control	
23	Approve and baseline the WBS and dictionary. Method: review meeting. Acceptance: baseline v1.0 created. Evidence: signed minutes, baseline tag in repository.
24	Enable version control and change control so edits require approval. Method: change request workflow. Acceptance: unapproved edits blocked. Evidence: CR log and repository permissions list.
25	Export WBS to PDF/Excel and native format; archive with QR authentication. Method: platform export. Acceptance: files stored in DMS; QR resolves to record. Evidence: repository link and QR test screenshot.
26	Communicate WBS to stakeholders and train contributors. Method: briefing with slides and demo. Acceptance: attendance $\geq 80\%$ of invitees. Evidence: sign-in sheet and slide deck.
27	Perform closeout verification of completeness and archive all sign-offs. Method: final checklist. Acceptance: 100% items closed or justified. Evidence: completion certificate and archive index.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Work breakdown structure is the foundation for organizing project scope into a clear, deliverable-based hierarchy. Also called a WBS, project breakdown, or scope decomposition, it helps teams transform a broad statement of work into manageable, measurable components. This checklist focuses on a deliverable-oriented, construction-ready approach applicable to any discipline and size, emphasizing the 100% rule, MECE thinking, and traceable work packages. By following these steps, you'll prevent common risks such as double-counting, scope gaps, ambiguous ownership, and uncontrolled rework. You'll also accelerate estimating, scheduling, cost control, and progress measurement by building a robust WBS dictionary and coding structure aligned to your organization. Use this interactive page to tick items, add comments for clarifications, and attach evidence (screenshots, matrices, approvals). When complete, export as PDF/Excel and authenticate the output via QR for fast sharing and audits.</p>	<p>1. Preparation: gather scope statement, drawings, SOW, and estimates; select a WBS template and tool; invite SMEs; set repository access and notification rules. 2. Start interactive mode: open the checklist, assign owners, and set due dates. Tick items as you proceed and use comments to capture decisions. 3. Work through Planning and Structure groups first to set decomposition criteria, numbering, and control accounts before any deep breakdown. 4. Run decomposition workshops by deliverable. Draft dictionary entries in-session, attach screenshots, and record assumptions while context is fresh. 5. Execute validation steps: structural checks, coverage matrix, and rollup reconciliations. Resolve comments before requesting baseline approval. 6. Collaborate: mention reviewers, attach evidence, and log agreements. Use the comment thread to close open points and preserve the audit trail. 7. Export: generate PDF/Excel plus native files. Archive to the document management system and verify the QR code resolves to the correct record. 8. Sign-off: capture digital signatures from the PM and key stakeholders. Distribute links and restrict edits to change-controlled requests only.</p>