



## Work Breakdown Structure (WBS) Instructions and Template

The WBS is a project management tool that is used to break the research project in to smaller, more manageable tasks. The WBS should be done prior to any work on the research project beginning.

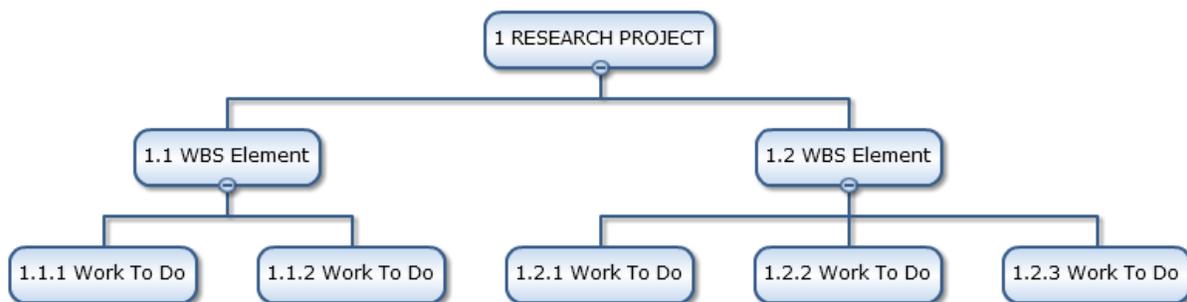
The breaking down of the research project in to tasks is depicted in a WBS diagram as WBS elements. The WBS elements, or tasks, are continually broken down until a level is reached in which the work can be carried out.

The tasks at the lowest level of the WBS are assigned to research staff and can be tracked (when they should start and be completed) via the Gantt Chart as the WBS does not include a schedule or assign persons to the tasks. As a planning tool, the WBS also insures that all work to be done on the research project is within the scope of the project.

A free tool to help you create a WBS can be found at [www.wbstool.com](http://www.wbstool.com). You may login in with “Use Without Login” and by clicking the left-most button (New Document) to get started.

An example template, using this tool, is below, followed by a quick help guide to assist you in using this straightforward and very simplistic tool. At the very top of your WBS is the name of your RESEARCH PROJECT and then the breakdown of the project into smaller chunks of work until you reach what you feel is the lowest level of work that can be assigned to personnel and tracked.

This example may not reflect your research project exactly as to the number of levels within the WBS or the number of tasks to track since each research project is unique.



[www.wbstool.com](http://www.wbstool.com)

### Quick Help

Button	Description
	Creates a new WBS document
	Opens a WBS document
	Saves the document
	Prints de document
	Selects all WBS elements from the hierarchy
	Creates a child WBS
	Creates a sibling WBS
	Removes a WBS element
	Shows/Hides the WBS properties panel
	Opens the WBS style panel to change the element appearance
	Organizes the children horizontally with the connector on the top of the child elements
	Organizes the children vertically with the connector on the top of the child elements
	Organizes the children vertically with the connector on the left of the child elements
	Downloads the WBS as a JPG image
	Downloads the WBS as a MS Word XML Document
	Downloads the WBS as a MS Project XML Document