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Project Management, project planning, templates and advice

Work Breakdown Structure Table

Provide basic information about the project including: Project Title – The proper name used to identify this project; Project Reference / ID - The unique reference or ID for the project; Project Manager - the person with responsibility for the successful delivery of the project to time cost and quality. Project Sponsor - the person ultimately accountable for the success of the project. Prepared by – The person(s) preparing this document; Date/Control Number – The date the plan is finalized and the change or configuration item control number assigned.

Project Title: _____ **Project Reference / ID:** _____

Project Manager: _____ Project Sponsor: _____

Prepared by: _____ **Date / Control Number:** _____

For more tips on completing this template see WBS Excel template

Element Number	WBS Elements Activity, Task, or Sub-Task Name	Definition of Activity or Task (Description)	Responsible Person or Group	Estimated (E) or Actual (A) Cost (Cross reference to budget)	Project Phase (Cross reference to schedule)
The unique reference ID for the activity or task.	*Enter the name or title of the Task, Sub-task, Activity or Deliverable.*	*Provide a brief description of this Activity, Task or Sub-Task.*	*Enter the person or group who are responsible*	*Enter the estimate or actual cost of the activity or task or add a cross reference to the budget.*	*Provide the name or number of the Project phase that this activity falls into.*