Example of WBS Dictionary Template

Used as Organizational Process Assets

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WBS Detailed Dictionary										
WBS Element No./Name:	Date:									
Author/Organization:										
Email Address:		Phone:								
Estimate Summary: (Fill out using data from attached detailed worksheet)										
Labor	\$1.00									
Travel	\$0.00									
Material	\$0.00									
Subcontracts	\$0.00									
ODC	\$0.00									
Total	\$0.00									
WBS Element Description: (Provide enough detail to justify the estimates to acceptance and quality criteria.)	follow, reference governing req	quirements, and list applicable								
Activity/Task Descriptions: (Identify all schedule milestones and activities cu element. These will be expanded on in the attache schedule and to estimate costs. At this point 3-5 s	ed worksheet and used to establ	lish the framework for the project								

Key Cost-Driving Assumptions:

(List key cost-driving assumptions, including specialized or long-lead equipment, customer furnished equipment (i.e. things that won't be expensed to the project), travel requirements, subcontracts, shipping and any other known direct charges to the project.)

Task Entry/Exit Criteria:

(Describe any entry and exit criteria for this WBS.)

WBS DICTIONARY TEMPLATE

Labor	Detailed Schedule Activities/Task Descriptions	Start Date or predeces sor	Estimat ed Duratio n	Labor Hours By Labor Category							
				Positio n /Skill/ Resourc e							
1											
2											
	Total Hours										
	Labor Rate										
	Total Cost by Labor Category										
Travel	Purpose/Activity		Travel Dates	Locati on	No. Trips	No. Travle rs	Per Diem	Hotel	Airline /Car	Rental Car	Est. \$\$\$
1											
2											
Material s	Item Description/Activity			Vendo r	Qty	Unit Price	Total \$	Lead Time	Del Date		Est. \$\$\$
1											
2											
Subcontr act	Task Statement/Activity/SOW Ref.				Con- tractor	Locati on	Total \$		Comp. Date		Est. \$\$\$
1											
2											
ODC	Explanation/Activity						Total \$				Est. \$\$\$
1											

WBS DICTIONARY TEMPLATE

2						