

Example of WBS Dictionary Template
Used as Organizational Process Assets

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| WBS Detailed Dictionary | |
|--|----------------------|
| <u>WBS Element No./Name:</u> | <u>Date:</u> |
| <u>Author/Organization:</u> | |
| <u>Email Address:</u> | <u>Phone:</u> |
| <u>Estimate Summary:</u> (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 |
| <u>WBS Element Description:</u> <i>(Provide enough detail to justify the estimates to follow, reference governing requirements, and list applicable acceptance and quality criteria.)</i> | |
| <u>Activity/Task Descriptions:</u> <i>(Identify all schedule milestones and activities currently known that are required to develop and deliver this WBS element. These will be expanded on in the attached worksheet and used to establish the framework for the project schedule and to estimate costs. At this point 3-5 schedule activities are typically sufficient.)</i> | |
| <u>Key Cost-Driving Assumptions:</u> <i>(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.)</i> | |

Task Entry/Exit Criteria:

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

