

Building a Construction Work Breakdown Structure

CHECKLIST

- **Does the WBS cover 100 percent of the building project?**
Do all the children (work packages) add up to the parent (top-line deliverable)?
- **Can a project participant grasp the whole scope of the building project from looking at the WBS?**
- **Are there any redundancies or overlaps?**
Does the same element appear twice?
- **Does the WBS have at least two levels, but avoid going into unwieldy detail?**
- **Do the levels follow a hierarchy?**
- **Does each item carry a unique numerical code that relates to its place in the hierarchy and the standard building systems data?**
- **Does the work breakdown structure divide into manageable work packages?**
- **Does the WBS use nouns instead of verbs whenever possible?**
- **Does each work package define its acceptance criteria?**
- **Can you define, manage, estimate, and measure work packages as you have articulated them in the WBS?**
- **If you are working with a deliverable-oriented WBS, have you listed related processes, such as inspections, with their deliverables?**
- **When using a phase-based construction WBS, do you make sure that the first level covers all the major stages?**
- **Does the WBS serve as an adequate basis for the project scheduling and budgeting?**
- **Is pre-construction work separate?**

