**Work Breakdown Structure (WBS)**

The Work Breakdown Structure (WBS) is a deliverable-orientated hierarchical decomposition of the work to be executed by the project team, to accomplish the project objectives and create the required deliverables. The WBS organizes and defines the total scope of the project. The WBS subdivides the project work into smaller, more manageable pieces of work, with each descending level of the WBS representing an increasingly detailed definition of the project work (*A Guide to the Project Management Body of Knowledge,2004, 3rd ed., p112*)

Using the project objectives developed in collaboration with your team, determine the major deliverables to be produced. Divide each of these deliverables into its composing activities / tasks along with the corresponding responsible person or unit. Some people use tables or lists for their work breakdown structure but most use a tree-form diagram to display the component of the project. Envision WBS as the graphic form of expressing your project scope while breaking down the tasks to smaller, more manageable chunks. You may use Microsoft Office tools or any other tool that you are comfortable with. One simple tool, available through MS Word, is “Smart Art” hierarchical chart under the “Insert” tab (see below). You can add text boxes and levels to the chart by right-clicking and choosing “add shape”.