**WBS Worksheet**

**Project Name:**

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| --- | --- | --- | --- | --- |
| *Using the Scope Statement as a starting point, break the final Project Deliverable into Sub-Deliverables.*  *List each Sub-Deliverable in the first column, then work left-to-right for each Sub-Deliverable to identify the tasks that need to be done to produce that portion of the Project Deliverable.*  *Use multiple worksheet pages as needed.* | | | | |
| **Sub-Deliverables[[1]](#footnote-1)** | **Major Tasks[[2]](#footnote-2)** | **Subtasks[[3]](#footnote-3)** | **Duration[[4]](#footnote-4)** | **Predecessors[[5]](#footnote-5)** |
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| **Sub-Deliverables** | **Major Tasks** | **Subtasks** | **Duration** | **Predecessors** |
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1. Sub-deliverables: Taken together, these will result in the Project Deliverable. [↑](#footnote-ref-1)
2. Major Tasks: Must be done to produce the sub-deliverable. [↑](#footnote-ref-2)
3. Subtasks: Breakdown of the Major Task into smaller tasks; taken together, they complete the Major Task. [↑](#footnote-ref-3)
4. Duration: Estimated duration (e.g., number of days) that the Major Task or the Subtask will take to complete. [↑](#footnote-ref-4)
5. Predecessors: Output from the predecessor task is input to this task. [↑](#footnote-ref-5)