Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Template Instructions:

The WBS Dictionary is a document that provides detailed information about all the required WBS elements which are identified in the Work Breakdown Structure in order for the project to complete successfully. It also includes a detailed description or definition of each element. A WBS element can be a single component or a set of components represented as a work package. The work packages, the final level of the WBS, can then be determined by examining the component elements.

A WBS Dictionary can be extended, depending on the project, to include the level of effort needed for each element, the duration, the acceptance criteria, cost, resources, responsibility, and more. Since all the elements, the level, and the code for each element or sub-element have been identified in the WBS, move to the definition column and define in details what each element is.

Next, identify how much work is required to complete each task, which is also known as the level of effort (LOE). Using the LOE, estimate how long it will take to finish each work element.

Finally, identify what criteria each element has to meet in order to be accepted.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Level** | **WBS Code** | **WBS Element** | **Definition** | **Level of Effort (LOE)** | **Duration** | **Acceptance criteria** | **Comments** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

Prefilled Example:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Level** | **WBS Code** | **WBS Element** | **Definition** | **Level of Effort(days)** | **Duration (days)** | **Acceptance criteria** | **Comments** |
| **1** | **1** | **Cucina del Maestro** | **Is a unique fine-dining restaurant to provide an authentic Italian dining experience in San Diego.** | **200** | **200** |  |  |
| **2** | **1.1** | **Leasing** | **This is the main activity to lease a space in San Diego.** | **40** | **50** |  |  |
| **2** | **1.2** | **Regulation** | **All regulatory permits and licenses to be obtained to run the business.** | **8** | **10** |  |  |
| **2** | **1.3** | **Equipment** | **All equipment needed to run the restaurant.** | **40** | **50** |  |  |
| **3** | **1.3.1** | **Appliances** | **Identify and obtain all the appliances needed to effectively run the restaurant.** | **20** | **25** |  |  |
| **3** | **1.3.2** | **Furniture** | **Identify and obtain furniture required for the facilities guests and staff.** | **10** | **12** |  |  |
| **3`** | **1.3.2** | **Dinnerware** | **Identify and obtain all dishes and flatware necessary for guests and staff.** | **10** | **12** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |