



*“Your Project Management Knowledge Connection”*

**Collaborators In Knowledge Inc.**

Tel: 604-461-0104

eMail: [learning@CIKI.ca](mailto:learning@CIKI.ca)

***Building Effective Work Breakdown Structures  
Workshop Outline***

**1 Day**

**PMI 7 PDUs or IIBA 7 CDUs**

## **BUILDING WORK BREAKDOWN STRUCTURES - WORKSHOP OUTLINE**

Three of the top reasons projects fail are insufficient planning, lack of a structured process to follow and lack of crystal clear scope. The work breakdown structure (WBS) is a dynamic tool that improves planning and helps more accurately and specifically define and organize the scope of the total project.

This workshop follows the Project Management Institute’s (PMI®) industry standards.

### **Workshop Overview**

In this hands-on workshop, you will gain foundational knowledge of the key components of the WBS. You will also learn basic techniques in building a WBS that will help with assigning responsibilities, resource allocation, monitoring the project, and controlling the project. The WBS makes the “planned outcomes” i.e. deliverables more precise and concrete so that the project team knows exactly what has to be accomplished “planned work” to create each deliverable. This also allows for better estimating of cost, risk, and time because you can work from the smaller tasks back up to the level of the entire project. Finally, it allows you double check all the deliverables’ specifics with the stakeholders and make sure there is nothing missing or overlapping.

### **Workshop Benefits**

- To Enable Participants to Build a Quality WBS to Effectively Manage Projects
- Comprehend the Framework for Understanding the WBS
- How to Build a WBS Using a Structured Approach
- Learn Tips to Creating the WBS
- Learn Estimating Techniques
- Understand The Linkage Between the WBS to the Project Schedule & Budget

Jump-start your project with our workshop, incorporate one of your current projects and use it as the business case throughout the workshop.

### **Workshop Format**

This hands-on workshop employs a dynamic mix of a self-assessment **questionnaires** and action-learning team simulated **exercises** of “real-world” business and project environments that will provide you with practical in building project work breakdown structures. In addition, **hand-outs** are provided for reference, dialogue sessions and **reviews** are conducted for experience and idea sharing, and guided feedback from the Workshop Leader to reinforce learning. This format will enable you to immediately apply basic skills back at work

### **Workshop Take-Aways**

- Building Effective Work Breakdown Structures Workbook
- Hand-Outs – Deliverable & Tool Templates
- Certificate of Completion
- **7 PMI® PDUs**
- Website & Book References

### **Who Should Attend?**

The workshop is intended for anyone wanting to better understand the key functions in building work breakdown structures, or individuals who will approve the deliverables of a project i.e. Business Analysts, Systems Analysts, Project Managers, Project Team Leads and key Stakeholders.

The Workshop is very hands-on, hence it is limited to a maximum of 16 participants.

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### **Inquire About Our Customized Workshop Solutions**

If your business requires confidentiality or a tailored approach to your business, a customized approach is available. Call us at 604-461-0104, or email [learning@ciki.ca](mailto:learning@ciki.ca) .

## ***BUILDING WORK BREAKDOWN STRUCTURES - WORKSHOP OUTLINE***

### **WORKSHOP INTRODUCTION**

- Introductions
- Workshop Rules
- Workshop Agenda
- Workshop Format
- Workshop Objectives

### **UNDERSTANDING THE FUNDAMENTAL OF a WBS – THE FRAMEWORK**

- WBS Definition
- WBS Key Components
- WBS Structures
- WBS Fit in the Project Life Cycle
- WBS Dictionary
- WBS Purpose

### **CREATING THE WBS**

- Key Activities
- Key Considerations
- Key Tools & Techniques
- Estimating
- Estimate Key Components
- Estimating Techniques
- Key Lessons Learned

### **WORKSHOP CONCLUSION**

- Project Challenges
- Tips to Remember
- PMI® Information
- Website & Book References