

# Workshop Outline



*"Your Project Management Knowledge Connection"*

## OVERVIEW

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.

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 to double check all the deliverables' specifics with the stakeholders and make sure there is nothing missing or overlapping.

## AUDIENCE

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 recommended to limit to a maximum of 16 participants.

## BENEFITS

- 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 industry standard approach
- Learn tips to creating the WBS
- Learn estimating techniques
- Understand the linkage between the WBS to the project scope, schedule and budget

## FORMAT

The hands-on format features interactive discussion, action-learning and team simulated exercises. You will be grouped into teams that will work together in “real-world” project environments. Each team will use the tools and techniques presented in the workshop, enabling you to experience the process of collaborative planning and see its effectiveness firsthand. 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 your new skills back at work.

## TAKE-AWAYS

- Reference Manual
- Hand-Outs and Templates
- Certificate of Completion
- 7 PMI® Professional Development Units (PDUs)
- Website & Book References

## COURSE CONTENT

### Introduction

- Workshop Guidelines
- Introductions
- Workshop Objectives, Format & Agenda

### Work Breakdown Structure Framework

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

### Creating the WBS

- Key Activities
- Key Considerations
- Key Tools and Techniques
- Estimating Definition & Purpose
- Estimating Key Components
- Estimating Techniques
- Key Lessons Learned

### Workshop Conclusion

- Avoiding the Mistakes of the Past - Tips to Remember
- Individual Opportunities for Improvement



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Customized Workshop  
Solutions



LEARNING CENTRE

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

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