



Activity Worksheet in Work Breakdown Structure Dictionary Form

Project Name
Version

The WBS Activity Worksheet is made available to Subject Matter Experts (SMEs) to define the scope of work required for each activity and task within the work breakdown structure. For the entries made in this worksheet, accurate and activity and task descriptions can be compiled and tracked for variance during the course of a project.

Activity Worksheet in Work Breakdown Structure Dictionary Form				
Task Identification				
Task No.		Date Issued	Owner	Revision
High Level Task Description	<i>Define the task</i>			
List Work / Activities	<i>What work is authorized?</i>			
Goals & Objectives	<i>Why is this work to be authorized?</i>			
Task Deliverables(s)	<i>Define the end product, service or result.</i>			
Acceptance Criteria	<i>What does "good" look like?</i>			
Assumptions	<i>What is required to get the work done?</i>			
Skills / Resources Assigned	<i>What kind of people and skills are required?</i>			
Materials Required				
Task Duration	Estimated		Actual	
Task Costs	Estimated		Actual	
Due Date	Estimated		Actual	
Task Inter-dependencies	Before Task			
	After Task			
Approved by	Project Manager		Date	