

Using WBS Chart Pro

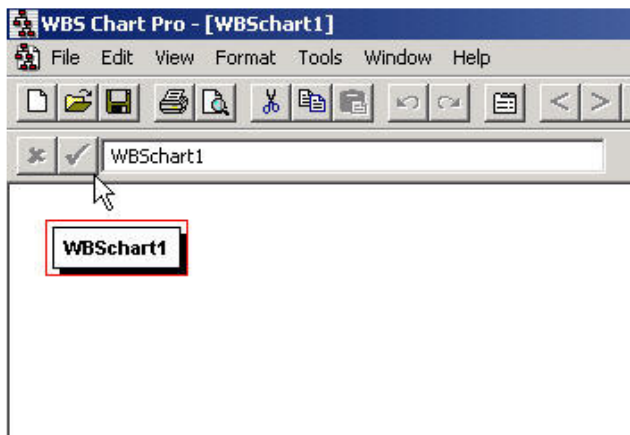
Although this package allows the user to enter a fair amount of information such as start dates, finish dates and interdependencies, we will only use it for its graphical capabilities at this point in time. The information entered here can be uploaded to MS Project if needed.

Break the project down to a point where the tasks can be administered and, if necessary, allocated to a subcontractor. **DO NOT CONFUSE LOW-LEVEL ACTIVITIES WITH WORK PACKAGES ON THE WBS!** For example, in a building project, the foundation work could be a task on the WBS. However, if you start breaking up this task into its various activities, some of which can be performed by one person in an hour (e.g. knocking in the pegs to indicate the height of the concrete), then the WBS becomes ridiculously complicated.

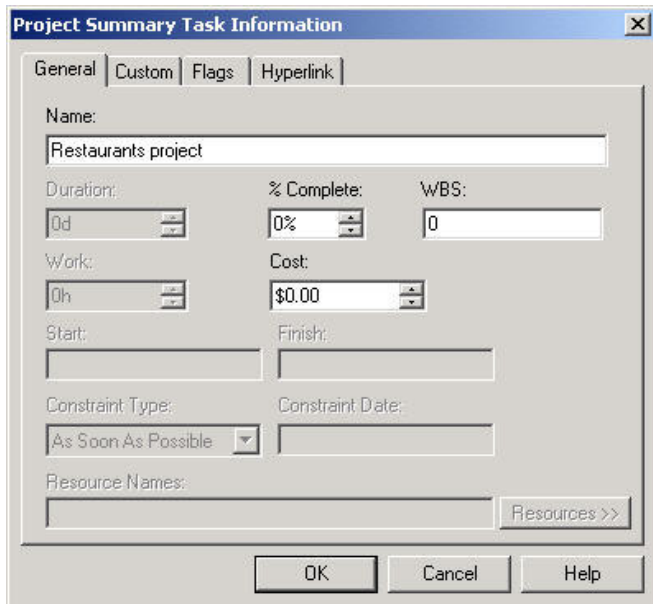
Start the program by clicking on the desktop icon.



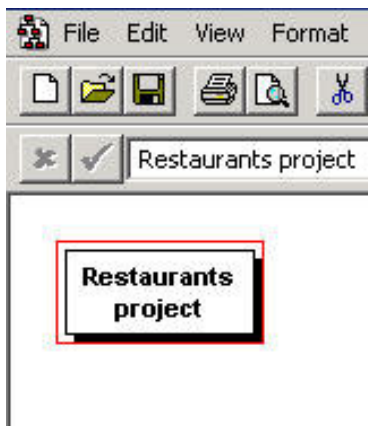
The following will appear.



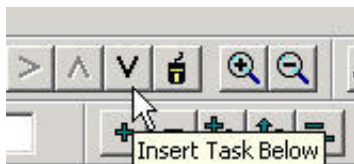
Double-click on the 'WBSchart1' box and edit it to the name of your project. In this example it was a 'Restaurants project'. Alternatively, just type without selecting...the name of whichever box is highlighted (red border) will be updated.



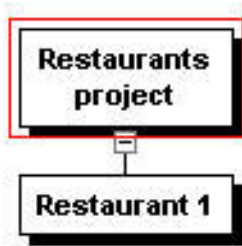
The first level is now complete.



Now click on the 'V' arrow (see below)



and insert the first task at the second level



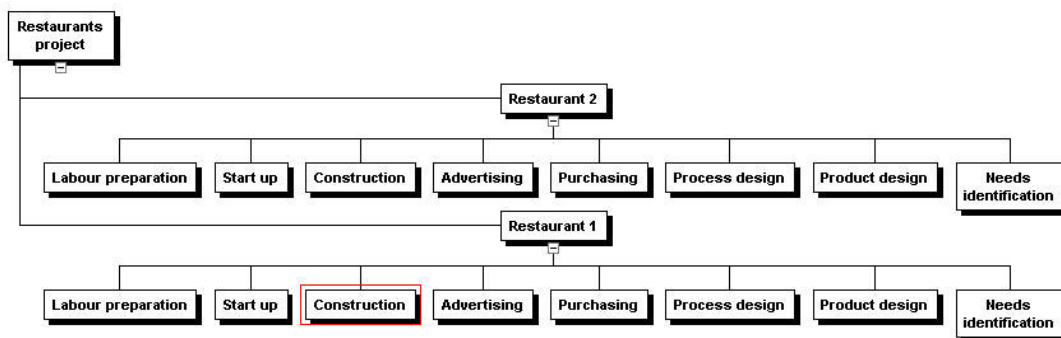
To add another item at the same level as 'Restaurant 1', click on the 'Restaurants project' rectangle again and add 'Restaurant 2'.

To add an item BELOW 'Restaurant 1,' highlight Restaurant 1 and repeat the process.

Continue until the WBS is complete.

There are several ways to do a WBS for the same project. Ultimately the lowest rectangles in any branch of the 'tree' must represent manageable work packages.

The following example shows the WBS of a project with geographical location at the second level.



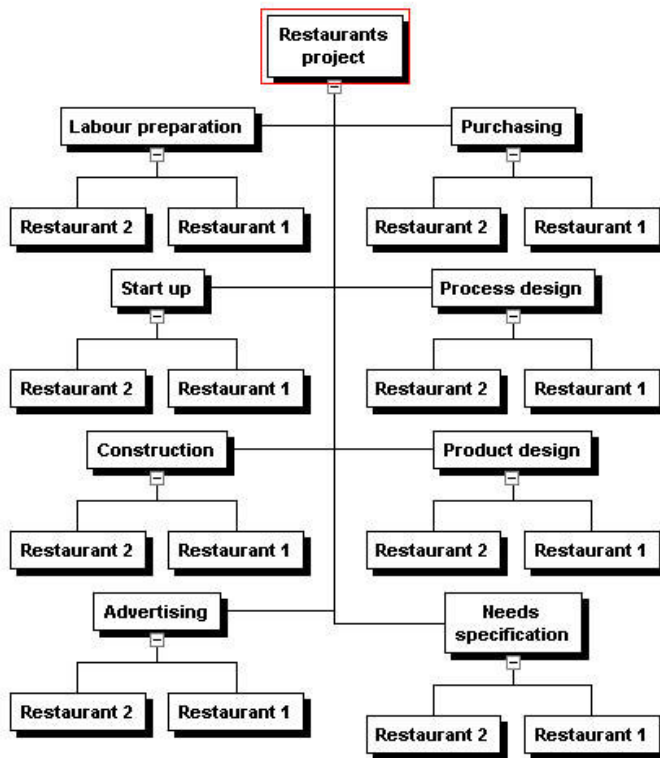
Alternatively, the various functions (design, build, etc) can be placed at the second level.

Note that using the conventional inverted tree structure could often lead to a very

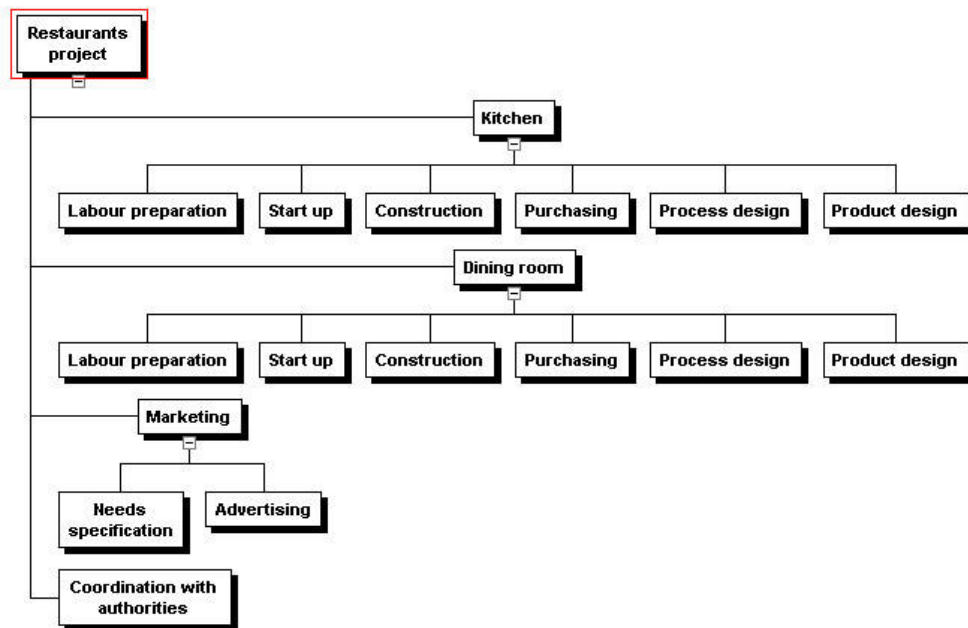
wide drawing. Use the



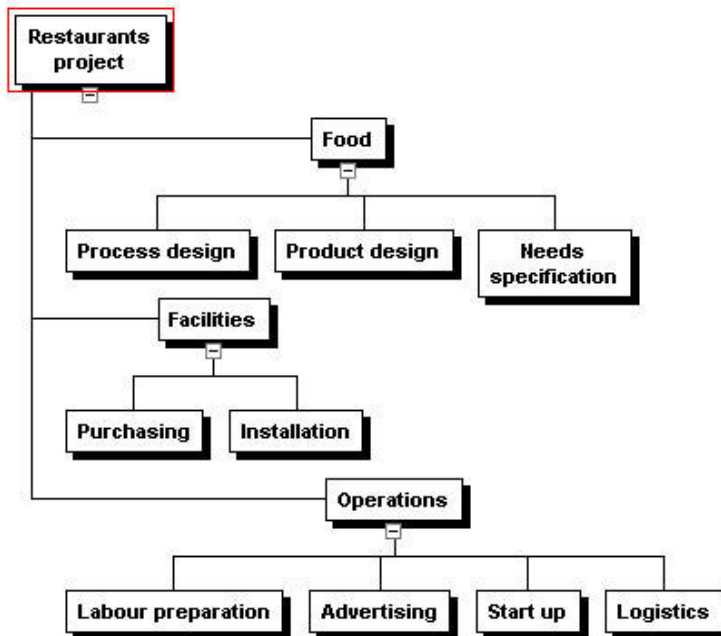
buttons to redraw the diagram.



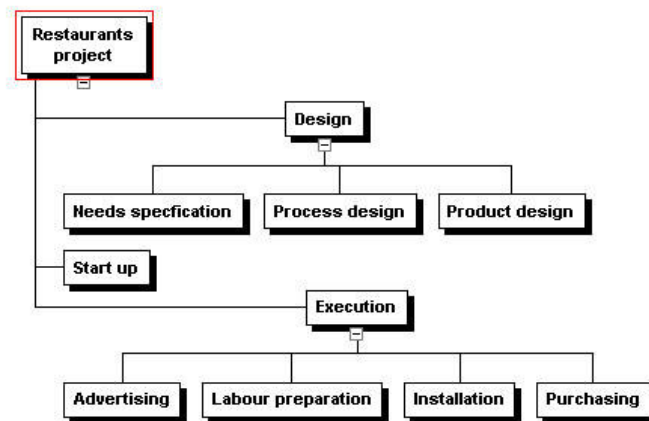
The third alternative shows a subsystem orientation.



A fourth alternative shows a logistics orientation as follows:



The WBS could also be drawn to show a timing orientation.



Note that 'Design' and 'Execution' are NOT work packages, they are just headings. 'Start up', however, is a work package since it is at the lowest level in its branch. The WBS could be broken down even further but the risk here is that the lowest-level packages could be too small. If 'advertising', for example, could be accomplished in 100 hours it might be a good idea to stop at that level. It could then be broken up into activities and tasks (and even sub-tasks); the duration and resource requirements would then be aggregated at the 'advertising' level, but not individually shown on the WBS.