

WBS Dictionary.		Doc _____
Project title :		Date
Work Package name.	Code of Account.	
<ul style="list-style-type: none">Enter a brief description of the Work Package deliverable from the WBS.	<ul style="list-style-type: none">Enter the code of account from the WBS.	
Description of Work.	Assumptions and Constraints.	
<ul style="list-style-type: none">Description of the work to be performed.		
	Responsible.	
	<ul style="list-style-type: none">Department, person, or organization responsible for the performance of the Work Package.	
Milestones.	Due dates.	
<ul style="list-style-type: none">List any milestones associated with the Work Package.	<ul style="list-style-type: none">List the due dates for milestones associated wit the Work Package.	

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ID	Activity	Resource	Labour			Material			Total Cost.
			Hours	Rate	Total	Units	Cost	Total	
Enter a unique activity, identifier, usually an extension of the WBS code of accounts.	Describe the activity from the activity list or the schedule.	Identify the resources, usually, from the resource requirements.	Enter the total effort required.	Enter the labor rate, usually from the cost estimates.	Multiply the effort hours times the labor rate.	Enter the amount of material required.	Enter the material cost, usually from cost estimates.	Multiply the material units times the material cost.	Sum the labor, materials, and any other cost associated with the work package.

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Quality Requirements.		
<ul style="list-style-type: none">• Document any quality requirements or metrics associated with the Work Package.• In other words, quality benchmark for the Work Package.		
Acceptance Criteria.		
<ul style="list-style-type: none">• Describe the acceptance criteria for the deliverable.• In other words, set of criteria that need to be met for the work package to be accepted.		
Technical Information.		
<ul style="list-style-type: none">• Describe or reference any technical requirements or documentation needed to complete the work package.		
Agreement Information // Contract Information.		
<ul style="list-style-type: none">• Reference any contracts or other agreement that impact the Work Package.• In other words, information on any contracts related to the Work Package including contract constraints, contract failure penalties, and other contract related data		