

## Module 1:

# Work Breakdown Structure (Your Own Project)

### Step 1: Product Scope

What products or services will your project deliver? List out all of the requirements for your deliverables. Include a short description of each deliverable as well as any quality or quantity requirements. (*Example: All housing units will have at least 400 square feet. We will produce 2000 units of housing.*)

construction of road in a community to ease marketing of agro product by farmers from the farm to the market

### Step 2: Project Scope

What work will need to be done? Start by listing out the major categories of work that your team will do. If your organization has different departments or teams (example: procurement, research, or construction) you might use these as your categories.

Then, divide each category of work into smaller subcategories. For example, within the marketing category your organization might have the subcategories "newsletters," "social media," and "emails."

Finally, think of the individual work packages within each subcategory. Work packages should be small enough for a single person to manage them. Stop when you have listed all of the tasks in your project or have filled in the entire worksheet.

Category	Subcategory	Work Package
Road construction	design	data collections of the proposed road
Road construction	design	surveying of the proposed road
Road construction	design	soil investigation on the existing road materials
Road construction	design	establishing of right of way
Road construction	design	identifying erosion control system
Road construction	design	developing the road design
Road construction	design	approval for the road design
Road construction	building	clearing of site
Road construction	building	removal of topsoil materials



Category	Subcategory	Work Package
Road construction	building	testing of materials from borrow pit
Road construction	building	laying of sub grade soil on the road
Road construction	building	laying of sub base soil on the road
Road construction	building	grading of road to spray materials
Road construction	building	compaction of materials
Road construction	building	laying of alsphat
Road construction	building	excavation/ alignment of drainage
Road construction	building	fixing of drainage system
Human resource	hiring	recruitment of personel
Human resource	management	development of corperate social responsibility
Human resource	management	managing stakeholders
Human resource	management	managing time, risk
Human resource	management	payroll
Monitoring & evaluation	analysis	evaluation of project scope
Monitoring & evaluation	analysis	evaluation of work schdule
Monitoring & evaluation	analysis	evaluation of budget
Monitoring & evaluation	data collection	feedback survey on quality control
Monitoring & evaluation	data collection	survey on quality assurance
Monitoring & evaluation	data collection	survey on safety implementation
Monitoring & evaluation	data collection	survey on scope implementation
Monitoring & evaluation	data collection	survey on the road project relevant
Monitoring & evaluation	report	reporting of work progress
Monitoring & evaluation	report	report of end project

