

Project Management: Work Breakdown Structure Template

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About: The Loft Work Breakdown Structure provides a detailed and structured breakdown of all the tasks and subtasks necessary for the development of The Loft into a clean energy community resilience hub. This document organizes the project into manageable sections such as Community Engagement, Audit/Design/Procurement, Finance and Ownership, Retrofit & Construction, CCRH Systems, Operations, Maintenance & Monitoring, and Training, Education, Marketing, & Reporting. Each category is further subdivided to cover all aspects necessary for the systematic transformation of the site.

Usage Description: This document is a project management tool that ensures all aspects of The Loft's redevelopment are comprehensively addressed. It guides project managers, stakeholders, and teams through the intricacies of the project, from initial community engagement and design processes to the detailed execution of construction and operational systems. Plus it can be used to track progress, coordinate efforts across different teams, and maintain strict adherence to the project's timeline, budget, and quality standards. It facilitates the clear assignment of responsibilities and resource allocation, ensuring that each segment of the project is executed efficiently and effectively.



Work Breakdown Structure Template

Objective:

Provide a structured overview of the Work Breakdown Structure (WBS) for the project. This includes identifying key components, project phases, and detailed tasks to support planning, tracking, and execution throughout the project lifecycle, from community engagement through construction, operations, and evaluation.

Follow each step, answering each bullet point with your information

Step 1: WBS Overview & Purpose:

- What is a Work Breakdown Structure (WBS)?
 - A WBS is a hierarchical breakdown of a project into phases, deliverables, and manageable tasks. It helps teams clarify scope, assign responsibilities, and coordinate timelines.
- Why is it important for this resilience hub project?
 - The WBS provides structure not only for early community engagement but for later stages such as engineering, permitting, construction, programming, and long-term operations.
- Who was involved in developing this WBS?
 - Include names or roles of contributors, ideally spanning community, technical, and organizational perspectives.

Step 2: Project Information

- Project Name
- Location
- Lead Organization/Partners
- Overall Project Goals:
 - What are you trying to achieve with this hub?

Step 3: WBS Structure Summary

- For each main ID category, provide:
 - ID Name & Description
 - Responsible Party: Who is accountable for this task? (organization or role)
 - Supporting Roles: Who helps execute the work?
 - Timeline: Start and end date (MM/YYYY format)
 - Dependencies: Does this task depend on the completion of a prior one?
 - Status Tracking (optional): Not started / In progress / Complete

Example Community Engagement Layout:



Work Breakdown Structure Template

- ID 1: Community Engagement
- Description: Activities that build trust and co-develop the project with local stakeholders.
- Subcomponents:
 - ID 1.1: Community Meeting
 - ID 1.2: Block Party
 - ID 1.3: Survey
- Lead: [Org or Role]
- Dependencies: Should precede design and construction
- Timeline: [Month/Year]
- Status: In progress

Step 4: Visual or Table

Please see the full example of the WBS in the spreadsheet example.

- Insert a visual diagram of the WBS or a summary table for quick reference
- Consider color coding by phase or responsibility

Step 5: Notes on Use and Adaptation

- How to use this WBS beyond initial community engagement:
 - Extend the structure to cover later phases such as:
 - Engineering and technical assessments
 - Procurement and construction
 - Program launch and long-term operations
 - Monitoring and evaluation
- Add Detailed Task Info:
 - Ensure each line item in the spreadsheet includes columns for:
 - Responsible Party
 - Start/End Date
 - Dependencies
 - Notes or assumptions
- Funding Definitions:
 - UPP Funding: Utility Preparedness Program—funds for backup power and resilience upgrades
 - TDI Funding: Transmission Development Initiative—state-level funds supporting grid interconnection and energy infrastructure in disadvantaged communities
(Note: Customize based on your region's actual programs.)
- Recommendations for Future Use:



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- Use this template in grant reporting or implementation tracking
- Update WBS monthly or quarterly during the project
- Collect feedback from task owners to keep the structure relevant and useful

Step 6: Contact Information

- WBS Lead/Project Manager
- Collaborating Partners
- Email & Phone