DATA ITEM DESCRIPTION

1. DID NUMBER: -V5.3
2. TITLE: Contract Work Breakdown Structure
3. Description and Intended Use

The Contract Work Breakdown Structure (CWBS) is the Contractor’s extension of the Contract Summary Work Breakdown Structure (CSWBS) and forms the framework for Contract planning, management and status reporting, and for estimating costs, schedule and technical achievements at completion.

The Contractor uses the CWBS to:

define the work effort necessary to successfully achieve the end-objective of the Contract;

assist with estimating the cost, schedule and resource requirements for the Contract;

ensure that there is a clean structure for the organisation and management of the project and that there are clear accountabilities for project outcomes; and

achieve integrated cost, schedule and technical control.

The Commonwealth uses the CWBS to:

gain visibility into the Contractor’s planning;

understand and evaluate the Contractor’s approach to meeting the requirements of the Contract;

assist with monitoring the progress of the Contractor in meeting the requirements of the Contract; and

as a source of input to planning performed by the Commonwealth Representative.

1. INTER-RELATIONSHIPS

The inter-relationship of the CWBS with other plans is as described in the Project Management Plan (PMP).

The CWBS is related to, and shall be consistent with, the Contract Master Schedule (CMS).

1. APPLICABLE DOCUMENTS

The following documents form a part of this DID to the extent specified herein:

|  |  |
| --- | --- |
| 1. DEF(AUST) 5664A | 1. Work Breakdown Structures for Defence Materiel Projects |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

The CSWBS shall form the basis for preparation of the CWBS by the Contractor.

* 1. Specific Content
     1. General

The CWBS shall comprise a Work Breakdown Structure (WBS) index, a WBS graphic (optional), and a WBS dictionary.

The CWBS, including the WBS dictionary, shall comply with DEF(AUST) 5664A, including Recommended Practices 2, 5, 9, 10, 11, and any other Recommended Practices as determined by the Contractor.

* + 1. WBS Index

Note: The WBS index is an indentured list of WBS elements and sub-elements, starting with a single level 1 element (the Contract), incorporating the high-level WBS element structure which is invoked contractually (the CSWBS), and the lower-level elements of the Contractor’s WBS necessary to provide an appropriate framework throughout the project for product and service definition and control.

The CWBS shall include a WBS index delivered in a tool that has an Outline Mode (such as Microsoft Word), such that it can be reviewed at any level of expansion.

The WBS index shall be derived from the WBS dictionary and each record in the WBS index shall include:

WBS element number;

WBS element title;

WBS element revision date and revision number;

task agency; and

cross references to the conditions of contract and Statement of Work.

* + 1. WBS Graphic

The CWBS may include a WBS graphic, which contains the same information as the WBS index, but shown in a graphical form, usually a tree structure.