

# <Project name> Work package

## <Work package title>

<b>Author:</b>		<b>Date:</b>	
<b>Reason for new version:</b>		<b>Version #:</b>	
<b>Associated documents:</b>	List any documents that should be reviewed in conjunction with this work package e.g. background papers, briefings		

<b>Objective of the work package:</b>	Provide a brief summary of what needs to be achieved and why. This is to ensure enough context has been supplied to enable successful delivery of the products. It is useful to refer to pertinent sections of associated documents rather than repeat them here.
<b>Product(s) to be delivered:</b>	<p>List the products the project must deliver and if appropriate, provide any information about what the product must include or do to be deemed as acceptable.</p> <p>e.g. Briefing session for staff:</p> <ul style="list-style-type: none"> <li>• Must not take longer than 1 hour</li> <li>• Must include 'take away' information that staff can refer back to</li> <li>• Requires sufficient information to allow line managers to deliver the briefing</li> <li>• Any visuals must be able to be easily used at every site by every line manager</li> </ul>
<b>Timeframes:</b>	<p>Outline the timeframes that the work must be completed within. It is useful to give due dates for each product as well as any other key dates (e.g. a date by which consultation must be commenced)</p> <p>e.g.</p> <p>Senior management require at least 2 weeks for sign-off process</p> <p>Briefing must be delivered by &lt;xxx date&gt; with no tolerance for delay</p>
<b>Resources:</b>	<p>List the people who will work on completing the work package and indicate how much of their time will be committed to this assignment e.g. D. Oer – responsible for work package; 2 days per week</p> <p>A. Ction – will provide design support; 1 day per week)</p> <p>List any other resources or equipment that will be provided.</p>

<b>Budget:</b>	The budget that has been allocated to this work package. e.g. Production of supporting materials - \$5k; Design assistance for final visuals - \$4.5k		
<b>Processes and standards</b>	List any standards or processes that must be met, in addition to the products for the project to be a success. (e.g. must align with company style guide and branding)		
<b>Quality Control</b>	Describe how the quality of the product / s will be monitored and controlled (e.g. final proof reading by E. Ditor and final approval for publication to be given by Senior Management Team).		
<b>Linkages and dependencies</b>	Identify any other activities within the project, other projects, or everyday work that may be impacted by / impact on this work package; this could include people who should be kept informed about work package activities.  E.g. The consultation process cannot start until the briefing has been delivered.		
<b>Constraints</b>	List any constraints on the work, people to be involved, timings, charges, rules to be followed.  <i>For example:</i>  This work package cannot be started until the draft business change is signed off.  All information must be kept confidential to the workstream.		
<b>Reporting</b>	Describe how progress will be reported to the Project Manager. Outline detail required such as activities completed this week.		
<b>Any other relevant information:</b>	Add any information here that will be useful to the team delivering the work package.  E.g. The briefing delivered in 2004 was poorly received – refer to staff feedback to ensure the same mistakes are not repeated.		
<b>Document management</b>	List where files and / or objects relating to this work package will be stored.  Describe how different versions of documents will be distinguished.		
<b>Authorised by:</b>	Name of person signing of on the work package	<b>Date:</b>	
<b>Accepted by:</b>	Name of person taking responsibility for delivering on the work package	<b>Date:</b>	