# Project/Work Stream/Stage name

## Work Package

The work package is used to plan a discrete set of activities or deliverables. It can be used instead of a Project Initiation Document as the foundation planning document for light-weight projects; or it may be used to plan a work stream or a stage or to provide detailed information about a product that the project is creating.

*Add or delete information as applicable – there should be sufficient detail to enable whoever is responsible for the work to be clear about what is expected.*

## Work package identification

|  |  |
| --- | --- |
| Author: |  |
| Date: |  |
| Associated documents: | Where appropriate, list any documents that should be reviewed in conjunction with this piece of work – delete this line if not applicable. It is more efficient to refer to pertinent sections of associated documents rather than repeat them. |

## Description of the work

|  |  |
| --- | --- |
| **Objectives** | Provide a brief summary of what needs to be achieved and why. This is to ensure adequate context has been supplied to enable successful delivery of the products.  |
| **Products**  | List the products that must be delivered and if appropriate, provide any information about what the product must include or do to be deemed as acceptable. For example: *Briefing session for staff:**must not take longer than one hour**must include ‘take away’ information that staff can refer back to**requires sufficient information to allow line managers to deliver the briefing**any visuals must be able to be easily used at every site by every line manager*. |
| **Timeframes** | 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 (for example, a date by which consultation must be commenced). For example:SLT require at least two weeks for sign-off process.Briefing must be delivered by <xxx date> and cannot be delayed.Note whether a schedule has been attached. |
| **Stakeholder Engagement approach** | Outline who the key stakeholders are for the project, and how engagement and consultation with these stakeholders will occur. For example:*Only need to liaise with L&D team rep**or Full consultation with HR and key managers is essential* |
| **Scope** | In scope | Out of scope |
| We will do this | We won’t do this |
| **Resources** | List the people who will work on completing the work package and indicate how much of their time will be committed to this assignment. For example:*Deliver – responsible for work package; two days per week.**Graphic – will provide design support; one day per week.**List any other resources or equipment that will be provided.* |
| **Budget** | Outline the budget that has been allocated to this work package. For example:*Production of supporting material - $5000.**Design assistance for final visuals - $4500.**Note whether this is operational or capital funding.* |
| **Processes and standards** | List any standards or processes that must be met for the products for the project to be a success. *For example:**Briefing documents must align with organisational style guide, report template and branding.* |
| **Quality Control** | Describe how the quality of the product(s) will be monitored and controlled. For example: *Final proof reading by Editor.* *Final approval for publication to be obtained from SLT.* |
| Linkages and dependencies | 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. For example:*The consultation process cannot start until the briefing has been delivered.* |
| Constraints | List any factors that are placing limits on the work, people to be involved, timing, rules to be followed. For example:*All information must be kept confidential to the work stream*. |
| Assumptions | Describe any assumptions that have been made.  |
| Reporting | Describe how progress will be reported to the Project Manager. For example:*Weekly email update to the Project Manager is sufficient* |
| Other relevant information: | For example: Lessons learned from previous projects of a similar nature that will impact on how the project runs or the products it creates.  |
| Document management | List where files and/ or objects relating to this work package will be stored in FCS. Describe how different versions of documents will be identified.Describe the naming conventions the project will use for its documents |
| Authorised by: | The person who will sign off on the deliverables e.g. the Project Executive or Project Manager.  | Date: |  |
| Accepted by: | The person taking responsibility for delivering the work package. | Date: |  |