Project/Work Stream/Stage Name

1. 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.

2. 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.

3. 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:	