|  |
| --- |
| Company Name |
| Work Package |
| [Type name of project] |

Place your company logo here

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| Insert name of document author  Select date |

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**Document History**

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**Approvals and Sign-Off**

*This document requires approvals to be signed-off and released for live use*

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Table of Contents

[1. Project ID 7](#_Toc352325616)

[2. Work Package ID 7](#_Toc352325617)

[3. Products Included 7](#_Toc352325618)

[4. Work Package Composition 7](#_Toc352325619)

[5. Quality Review 7](#_Toc352325620)

[6. Reporting & Sign-Off Requirements 7](#_Toc352325621)

[7. Work Package Responsibilities 7](#_Toc352325622)

[8. APPENDIX: Programme/Project Plan 7](#_Toc352325623)

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# Project ID

*Insert the unique identifier for this project.*

# Work Package ID

*Insert the ID for this work package.*

# Products Included

*Describe the required products included in this package.*

# Work Package Composition

*Describe the composition of the work package, setting out information on the required products for delivery to the necessary recipient. This will include the work to be done, and the techniques, processes and procedures to be used in the creation of products. It should also detail appropriate time and effort constraints, relationship to other products and any configuration management requirements.*

# Quality Review

*Describe the criteria involved in quality review. This will involve the standards agreed for the work, necessary agreement on what will be done, the constraints, costs and targets associated with it. Reporting arrangements should be defined and procedures to ensure product descriptions include clearly defined and acceptable quality criteria.*

# Reporting & Sign-Off Requirements

*Describe the reporting procedures and sign-off requirements for the work package. Include the approval method and reporting procedure to the project management.*

# Work Package Responsibilities

*Describe the responsibilities involved in the work package i.e. who does the work, who reviews it, approves and signs it off.*

|  |  |  |
| --- | --- | --- |
| Does the Work | Reviewer(s) | Approver(s) |
| *Identify the individual/team who will complete this work package* | *Identify who will review the work undertaken* | *Identify who will approve/sign-off the work package* |

# APPENDIX: Programme/Project Plan

*Include an extract from (or location of) the current programme/project plan.*