

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2® Method and is designed to prompt the Project Manager and help in the creation of the Work Package. There is also a Product Description for the Work Package at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the whole Work Package document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Work Package document under its own name

Save the Work Package document by selecting the “SAVE-AS” command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Work Package is complete check the document against the following Quality Criteria:

- The required work package is clearly defined and understood by the assigned resource
- There is a product description for each required product, with clearly identified and acceptable quality criteria
- The product description(s) matches up with the other work package documentation
- Standards for the work are agreed
- The defined standards are in line with those applied to similar products
- All necessary interfaces have been defined

- The reporting arrangements include the provision for raising issues and risks
- There is agreement between the Project Manager and the recipient on exactly what is to be done
- There is agreement on the constraints, including effort, cost and targets
- The dates and effort are in line with those shown in the stage plan for the current management stage
- Reporting arrangements are defined
- Any requirement for independent attendance at, and participation in, quality activities is defined.

PROJECT DOCUMENTATION

WORK PACKAGE

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Work Package History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location – *[insert folder structure]*

1.2 Revision History

Date of this revision:

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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3 Date

[The date of the agreement between the Project Manager and the Team Manager/person authorized]

4 Team Manager or person authorised

[The name of the Team Manager or individual with whom the agreement has been made]

5 Work package description

[A description of the work to be done]

6 Techniques, processes, procedures

[Any techniques, tools, standards, processes or procedures to be used in the creation of the specialist products]

7 Development interfaces

[Interfaces that must be maintained while developing the products. These may be people providing information or those who need to receive information]

8 Operations and maintenance interfaces

[Identification of any specialist products with which the product(s) in the work package will have to interface during their operational life. These may be other products to be produced by the project, existing products, or those to be produced by other projects (for example, if the project is part of a programme)]

9 Change control requirements

[A statement of any arrangements that must be made by the producer for: version control of the products in the work package; obtaining copies of other products or their product descriptions; submission of the product to change control; any storage or security requirements; and who, if anyone, needs to be advised of changes in the status of the work package]

10 Joint agreements

[Details of the agreements on effort, cost, start and end dates, and key milestones for the work package]

11 Tolerances

[Details of the tolerances for the work package (the tolerances will be for time and cost but may also include scope and risk)]

12 Constraints

[Any constraints (apart from the tolerances) on the work, people to be involved, timings, charges, rules to be followed (for example, security and safety) etc.]

13 Reporting arrangements

[The expected frequency and content of checkpoint reports]

14 Problem handling and escalation

[The procedure for raising issues and risks]

15 Extracts or references

[Any extracts or references to related documents, specifically:

- **Stage Plan extract** This will be the relevant section of the stage plan for the current management stage or will be a pointer to it
- **Product description(s)** This would normally be an attachment of the product description(s) for the products identified in the Work package (note that the product description contains the quality methods to be used)]

16 Approval method

[The person, role or group who will approve the completed products within the work package, and how the Project Manager is to be advised of completion of the products and work package.

Work Package

Date: 22 February 2017

There should be space on the work package to record both its initial authorization and its acceptance and return as a completed work package. This can be enhanced to include an assessment of the work and go towards performance appraisal.

Projects with common controls across all work packages may simply cross-reference the controls defined in the project plan or stage plan.]