

How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*).

- 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.

Insert project name

Work package

Date: 24 July 2023

Work package

Project:

Release:

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

2 Date

[The date of the agreement between the project manager and the team manager/person authorised]

3 Team manager or person authorised

[The name of the team manager or individual with whom the agreement has been made]

4 Work package description

[A description of the work to be done]

5 Techniques, processes and procedures

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

6 Development interfaces

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

7 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)]

8 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
- who, if anyone, needs to be advised of changes in the status of the work package]

9 Joint agreements

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

10 Tolerances

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

11 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.]

12 Reporting arrangements

[The expected frequency and content of checkpoint reports]

13 Problem handling and escalation

[This refers to the procedure for raising issues and risks]

14 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 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]