

# PRINCE2™- Work Package

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<b>Project Name:</b>			
<b>Date:</b>		<b>Release:</b>	Draft/Final
<b>Author:</b>			
<b>Owner:</b>			
<b>Client:</b>			
<b>Document Number:</b>			

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## Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

## Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

## Distribution

This document has been distributed to:

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## Overview

**Purpose** A Work Package is a set of information about one or more required products collated by the Project Manager to pass responsibility for work or delivery formally to a Team Manager or team member.

**Contents** *A Work Package should cover the following topics. The content may vary greatly according to the relationship between the Project Manager and the recipient of the Work Package.*

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**Advice** *A Work Package is derived from any existing commercial agreements between the customer and supplier (if appropriate); Quality Management Strategy; Configuration Management Strategy; Stage Plan*

*A Work Package can take a number of formats, including: Document; Oral conversation between the Project Manager and a Team Manager; Entry in a project management tool.*

*The Work Package will vary in content and in degree of formality, depending on circumstances.*

*Where the work is being conducted by a team working directly under the Project Manager, the Work Package may be an oral instruction - although there are good reasons for putting it in writing, such as avoidance of misunderstanding and providing a link to performance assessment. Where the work is being carried out by a supplier under a contract and the Project Manager is part of the customer organization, there is a need for a formal written instruction in line with standards laid down in that contract.*

*The following quality criteria should be observed:*

- *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.*
-

<b>Work Package Authorisation</b>	
<b>Title</b>	
<b>Person Authorised<sup>1</sup></b>	
<b>Date<sup>2</sup></b>	

## **Description**

(A description of the work to be done)

## **Techniques, Processes and Procedures**

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

## **Development Interfaces**

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

## **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)

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<sup>1</sup> The name of the Team Manager or individual with whom the agreement has been made

<sup>2</sup> The date of the agreement between the Project Manager and the Team Manager/person authorised

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## **Configuration Management 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 configuration management; any storage or security requirements; and who, if anyone, needs to be advised of changes in the status of the Work Package)

## **Joint Agreements**

(Details of the agreements on effort, cost, start and end dates, and key milestones for the Work Package)

## **Tolerances**

(Details of the tolerances for the Work Package (the tolerances will be for time and cost but may also include scope and risk))

## **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.)

## **Reporting Arrangements**

(The expected frequency and content of Checkpoint Reports)

**Problem Handling and Escalation**

(This refers to the procedure for raising issues and risks)

**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)

**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)

<b>Work Package Acceptance</b>	
<b>Person Accepting<sup>3</sup></b>	
<b>Date<sup>4</sup></b>	
<b>Assessment and feedback<sup>5</sup></b>	

<sup>3</sup> The Project Manager or other person accepting the work package on the Project Manager’s behalf

<sup>4</sup> The date of acceptance

<sup>5</sup> This can be used by the person accepting the work package to provide comments on the work package possibly to go towards performance appraisal for the individual or teams involved

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