Work Package/Deliverables (WPD): [Name]

Sections 1-7 need to be completed prior to commencing the WPD. Once the assignees and respective reviewers approve the completion of WPD, proceed with sections 8-11.

1 What is the requirement for this WPD:

[Explain what needs to be done for this deliverable]

2 What is required for this WPD:

[List of materials, resources, or information needed to complete this deliverable]

3 Why is it necessary to complete this WPD:

[Explain the importance or purpose of this deliverable]

4 How should the WPD be completed, What task is required:

[Describe the specific tasks or steps required to complete this deliverable]

Task X:

- (Describe the specific task)
- (Explain the importance of this task on the WPD)

Task Y:

- (Describe the specific task)
- (Explain the importance of this task on the WPD)

...

5 Are there any dependencies of this WPD on other WPDs:

[List any work packages or deliverables that this one relies on]

6 Are there any WPDs dependent on this WPD

[List any work packages or deliverables that depend on the completion of this one]

7 Start time:

[Specify the start date]:

8 Finish time:

[Specify the expected completion date or timeframe]:
[Specify the completion date]:

9 Does this WPD require a User manual - dependent on other WPD (Yes or No):

[Indicate whether a user manual is required for this deliverable, and if it's dependent on the completion of other work packages]

10 Does this WPD require a User manual - independent (Yes or No):

[Indicate whether a user manual is required for this deliverable, independently of other work packages]

11   Does this WPD require a Troubleshooting guide (Yes or No):

[Specify whether a troubleshooting guide is needed for this deliverable]