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| **Project Title:** |  | |  | **Date Prepared:** |  |

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| **Work Package Name: From the WBS** | | | | **WBS ID: *From the WBS*** | | | | | |
| **Description of Work:**  Description of the work to be delivered in sufficient detail to ensure a common understanding by stakeholders. | | | | | | | | | |
| **Milestones:**  1.List any milestones associated with the work package.  2.  3. | | | | **Due Dates:**  List the due dates of the milestones. | | | | | |
| **ID** | **Activity** | **Resource** | **Labor** | | | **Material** | | | **Total Cost** |
| **Hours** | **Rate** | **Total** | **Units** | **Cost** | **Total** |
|  | From activity list or schedule. | From resource requirements. | Total effort. | Labor rate. | Hours x rate. | Amount. | Cost | Units x Cost. | Labor+ Material. |
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| **Quality Requirements:**  Quality metrics used to verify the deliverable. | | | | | | | | | |
| **Acceptance Criteria:**  Criteria that will be used to accept the was element. | | | | | | | | | |
| **Technical Information:**  Technical information or reference to technical documentation that contains technical information. | | | | | | | | | |
| **Contract Information:**  Relevant contract information that contains constraints, resource information, or other relevant information. | | | | | | | | | |