General Information

|  |  |
| --- | --- |
| **Project Name/Project #:** |  |
| **Business Process Owner/Sponsor:** |  |
| **Author:** |  |
| **Attachments:** |  |

Revision / Change History

|  |  |  |
| --- | --- | --- |
| **Revision Level** | **Revision Date** | **Description of Changes** |
| 01 | 4/26/2011 | 1. Template Version |
| 01 |  | 1. Initial Project Version |

A internal support package is:

* A subset of a project that can be assigned to a specific party for execution
* Has scheduled start and completion dates with interim milestones
* Has an assigned budget
* Is integrated with the schedules of related support packages

Often in a project work needs to be completed by outside vendors or resources/teams outside the core project team. To facilitate understanding and set expectations, the project manager should create an Internal Support Package.

Support Package Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Support Package Name** | *WBS Name* | | **Control Number** | | 1-1 |
| Responsible Parties (Business Units/Departments/External Resources) | | | | | |
| Who is doing the work. This section must include the name of the project manager or leader for this support package. | | | | | |
|  | | | | | |
|  | | | | | |
| **Objectives/Scope:** | | | | | |
| Objectives are the results to be achieved to meet the business need. Whenever possible, a business measure or metric should be tied to the objective  Scope is a precise definition of the support package boundaries.  In Scope should describe: What is to be accomplished? What are the final deliverables? What is included in the final completion state? What is the intended purpose?  Out of Scope should describe: What will not be accomplished? What will not be delivered? What will not be in the final completion state? What is not the intended final purpose? | | | | | |
| **Description:** | | | | | |
| Define work to be done | | | | | |
| **Special Instructions:** | | | | | |
| Any special tools, methods or processes to use to complete the work. Any other info needed to successfully complete the work | | | | | |
| **Inputs:** | | | | | |
| What is needed to complete the work | | | | | |
|  | | | | | |
| **Outputs or Deliverables:** | | **Due Date:** | | | |
|  | |  | | | |
|  | |  | | | |
| **Estimated Production Costs:** | | | | | |
| **Description:** | | | | **Cost$ USD** | |
| The budget for this support package should be as specific as possible | | | |  | |
|  | | | |  | |
| **Recipient/Customer: *(Group that will give final approval)*** | | | | | |
| Person with sign-off authority that the deliverables are correct and complete | | | | | |
| **Assumptions:** | | | | | |
| Any factors expected to be true for successful completion of the work | | | | | |
| **Risks:** | | | | | |
| Any factors which may pose danger to the completion of the work | | | | | |
| **Constraints:** | | | | | |
| *Any limiting factors which may include budget, resources, timeline, critical dates, and legal constraints* | | | | | |

*Note: After completing this document you should:*

* *Remove all Instructions by doing the following: Select a section of Instructions > Right Click > Select ‘Styles” > Select ‘Select Text with Similar Formatting’ > Press ‘Delete’*