# Document Information

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| --- | --- |
| **Project name:** | The name of your project |
| **Date:** | Date of the last approved version of this document |
| **Author:** | Normally, the name and title of the Project Manager |
| **Owner:** | Normally, the name and title of the Team Manager |
| **Document code:** | Configuration item record number for this document |
| **Version:** | Version of the document (e.g. v2.12) |

Note: this document may not be valid anymore. Please check the configuration management system for the latest approved version of the document.

# Approval

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| --- | --- |
| **Date** | **Name and Signature** |
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# Notes

Any extra information or concerns, or even an executive summary can go here. Leave empty if not needed.

# Description

|  |  |
| --- | --- |
| **Title:** | Title of the Work Package |
| **Description:** | A short description of the Work Package |
| **Interfaces:** | Development or operations interfaces |
| **Change Control:** | How are you going to manage changes to the Work Package? |
| **Constraints:** |  |
| **Reporting:** | How is the Team Manager supposed to report performance? |
| **Escalation:** | How should the Team Manager escalate issues? |
| **Product(s):** | Reference to Product Descriptions |
| **Stage Plan:** | Reference to the Stage Plan |
| **Approval Method:** | How are you going to approve the Work Package? |

# Objectives

|  |  |  |
| --- | --- | --- |
|  | **Target** | **Tolerance** |
| **Scope** |  |  |
| **Time** |  |  |
| **Cost** |  |  |
| **Risks** |  |  |

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Also, you may be interested in using our PRINCE2 eLearning Courses available at [mplaza.pm](https://mplaza.pm/)

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