WORK PACKAGE WP X.x

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| Rev.: | *Agreement Date:* | *Team Manager/WP responsible* | *Author:* |
| <Revision x> | <date> | <Name of Team Manager with whom the agreement is made> | <Author of WP> |

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| --- | --- |
| Description | <A description of the work to be done> |
| Techniques/ Processes/ Procedures | <Any techniques, tools, standards, processes or procedures to be used in the creation of the specialist product> |
| Development Interfaces | <Interfaces that must be maintained while developing the product. These may be people providing information or those who need to receive information> |
| Operations and Maintenance Interfaces | <Identification of any specialist product 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> |
| Configuration Management Requirements | <A statement of any arrangement 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 arrangement; and who, if anyone, needs to be adviced of changes in the status of the Work Package > |
| Joint Agreements | <Details of the agreement on effort, cost, start and end dates, and key milestones for the Work Package> |
| Tolerances | <Details of the tolerances for the WP> |
| Constraints | <Any constraints (apart from the tolerances) on the work package, people to be involved, timing, changes, rules> |
| 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 references to related documents> |
| Approval Method | <The person, role or group who will approve the completed products within the Work Package, and how the Project Manager is advised of completion of the products> |