

Work Package Definition	Version No.
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Project Title	Project Code
Project Sponsor	Project Manager

WP Title	Date:
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Output required	<i>List of required deliverables and their key attributes</i>
Completion criteria	<i>Required quality controls and approvals</i>
Activity Description	<i>Functional description of work required, broken down to an appropriate level of detail</i>
Inputs/Dependencies and Other Resources	<i>References to known inputs/dependencies, standards and other constraints, available tools and resources</i>
Estimated Effort	<i>Effort allocated for WBS activities – indicate units used</i>
Planned Timescale	<i>Date planned for Work Package completion, and any other milestone dates</i>

Assigned by: <i>signature</i>	Date:
Accepted by: <i>signature</i>	Date: