

TASKPACK Assignment Definition



Assignment Description: Describe the assignment and the reasons for doing it. This may be business-based, or it may simply be an instruction

Deliverable Description and Scope: Describe the main outcome and deliverable (the end-product) and the scope of the assignment (include measurable targets):

Acceptance Criteria: List the measurable criteria that will need to be demonstrated for the assignment to be deemed complete, and the individual who will sign the work off:

Constraints and assumptions: List and describe the task constraints, in specifically, time and cost:

Assignment Issues: List any known issues and the actions needed to resolve them:

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Task Risks: List any known risks and the actions for each to manage or minimise:

Task Approach: Given all the above, which would be the best approach to the task work to ensure successful delivery? Include the use of any techniques, processes, tools or procedures:

Communication: Which individuals need to be kept informed, what information is required, and how will that occur (include timings):

Escalation: What criteria will trigger the need to escalate, and who needs to be informed?

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Activity List: Create an activity list of the activities needed to create the **end deliverable/product/outcome:**

Activity List: Create an activity list of the activities needed to **manage the risks and issues:**

Activity List: Create an activity list of the activities needed to **communicate and report**

Activity List: Create an activity list of the activities needed to gain **acceptance and sign-off**