projekt.pm

# Work Assignment

Agreement on a work package

PROJECT

| | |
|---|---|
| **Project name / number** | |
| **Task name / WBS code** | |

DESCRIPTION OF THE WORK

| | |
|---|---|
| **Tasks** | |
| **Activities** | |
| **Required results** | |
| **Reference to WBS / project plan** | |

TIME

| | |
|---|---|
| **Start** | DD.MM.YYYY |
| **End** | DD.MM.YYYY |
| **Estimated effort** | Working hours |
| **Availability** | |

RESOURCES

| | |
|---|---|
| **Budget limit** | € |
| **Infrastructure / tools** | |
| **Further support** | |

COMMITMENTS

| | |
|---|---|
| **Staff member** | I hereby accept this work assignment and undertake to complete it on schedule. |
| Date, signature | |
| **Line manager** | I confirm that the staff member is available for the tasks and times stated. |
| Date, signature | |
| **Project manager** | I confirm this work assignment. |
| Date, signature | |

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