# Work Package Description

### Work boundaries

|  |  |
| --- | --- |
| **Scope of work** |  |
| **Purpose** |  |
| **Deadline** |  |
| **Constraints / dependencies** |  |

### Design information

*Where possible, include*

* *Topology diagram*
* *Technical specification*
* *Supplier documentation (e.g. server migration)*

### Key Deliverables

The following deliverables must be met to complete this work package:

### Key elements

*Think software, hardware, configuration, connectivity, installation, technical versions, data protection, security, infrastructural, systems access, integration, backups, database administration, etc. Define the activities you require from IT in detail where possible. Liaison with IT and their Tech Group about the design of solution - before this work package is completed - should help define what those activities need to be and who needs to complete them and by when*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Per server** | **Specific tasks** |
| **Application / Software** | Software |  |  |
| **Network** | Remote access | URL |  |
| Service account name |  |
| Firewalls |  |  |
| Ports:InboundOutbound |  |  |
| **Infrastructure** | Server name(s) |  |  |
|  | IP address(es) |  |  |
|  |  |  |  |
|  |  |  |  |
| **Data** | SQL server |  |  |
|  | Database name |  |  |
|  | Supplier requirements – tech spec |  |  |
|  | Data security |  |  |
|  | Disaster recovery |  |  |
| **Storage** | Capacity |  |  |
|  | Type | e.g. file share |  |
|  |  |  |  |
| **Integration** | Messaging services |  |  |
| **Security** | Security | Patch management |  |
|  |  | Penetration testing |  |
|  |  |  |  |
| **Application support** | Account management |  |  |
| **Desktop** |  |  |  |
| **Helpdesk** |  |  |  |

###

### Key Players

*Who, their role, why interested/involved, key responsibilities*

### Resources required

*Roles and* *what required for*

### Key actions / evidence for compliance

|  |  |  |  |
| --- | --- | --- | --- |
| **What** | **Who responsible** | **Deadline** | **Location** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |