

## Project Work / Task Assignment

Project #	Project Name	Planned Completion Date:
Purpose:		
Sponsor:		
Project Manager:		
Task Number:	[WBS reference number]	

Project Aspect	Description
Scope	Describe the element of project scope to be accomplished (the tangible outcome or product of this part of the work breakdown structure)
Time	Indicate the intended start and completion dates for this task as well as the associated level of effort (e.g. 5 person days of effort over the period 10-20 September)
Cost	Identify any cost elements, beyond team member time, associated with this task as well as any associated accountability for costs
Quality	Identify all particular quality standards as well as any specifically required functionality
HR	Indicate any team member responsibilities for managing the work of other team members, the agreed availability of these team members, and related communication and/or negotiation requirements. Also identify reporting relationship(s) for this assignment.
Communication	Identify key internal and external communication requirements related to this assignment including status reporting procedures (cross-reference Stakeholder Analysis & Communication Planning Matrix as required).
Risk	Identify uncertain events, risk response strategies, and issue escalation procedures associated with this assignment (cross-reference Risk Register as required).
Procurement	Indicate whether this task involves securing materials or services from external resources and, if so, identify the relevant Statement of Work and procurement specialist contact.
Benefits	Identify the overall project benefits to which this assignment makes a contribution.
Links & Dependencies	<ul style="list-style-type: none"> <li>• Identify the outputs of this assignment that make a contribution to other assignments;</li> <li>• Identify the other assignments which produce outputs required as inputs to this assignment.</li> </ul>