

Work Plans

Part One: What are Work Plans?

1. Describe, in 15 words or less, what a work plan is. [2 marks]
2. At what stage in the production process will a work plan be produced? [1 mark]
3. List **six** items which are included on a work plan, [6 marks]
4. Why are **milestones** used on work plans? [2 marks]
5. Why are **contingencies** used on work plans? [2 marks]
6. Explain the difference between **tasks** and **activities** on a work plan. [2 marks]
7. Give **three** reasons for using work plans. [3 marks]
8. What does **workflow** mean? [2 marks]

Part Two: Producing Work Plans

9. Identify **two** types of software you could use to produce a work plan [2 marks]
Hint: give me two TYPES of software (types of program on a computer) you could use
10. Identify **two** pieces of hardware you could use to produce a work plan [2 marks]
Hint: hardware is something attached to a computer that you can touch