Work Plans– Key Learning

DO THIS FIRST

Use the **Key Learning Presentation** to complete this key learning. You **MUST** read through the presentation to get the right answers. There is also a YouTube video which will help.

Write your answers in the spaces provided.

Part One: What are Work Plans?

1. Describe, in 15 words or less, what a work plan is.

[2 marks]

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2. At what stage in the production process will a work plan be produced?

[1 mark]

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3. List **six** items which are included on a work plan,

[6 marks]

1. …………………………………………………………………………………………

2. …………………………………………………………………………………………

3. …………………………………………………………………………………………

4. …………………………………………………………………………………………

5. …………………………………………………………………………………………

6. …………………………………………………………………………………………

4. Why are **milestones** used on work plans?

[2 marks]

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5. Why are **contingencies** used on work plans?

[2 marks]

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6. Explain the difference between **tasks** and **activities** on a work plan.

[2 marks]

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7. Give **three** reasons for using work plans.

[3 marks]

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2. ………………………………………………………………………………………………

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3. ………………………………………………………………………………………………

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8. What does **workflow** mean?

[2 marks]

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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

1. ………………………………………………………………………………………………

2. ………………………………………………………………………………………………

10. Identify **two** pieces of hardware you could use to produce a work plan

[3 marks]

1. ………………………………………………………………………………………………

2. ………………………………………………………………………………………………