Project Brief

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| Project Name: |  |
| Project Sponsor or Client: |  |

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| **Document title** | **Version number** | **Date**  **last updated** | **Name of person who last updated** | **Draft**  **or**  **Final** |
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**Project definition**, explaining what the project needs to achieve.

Background (where did the idea come from, history of the idea?)

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Project objectives (what do you want to achieve from this project?)

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Desired outcomes (what will be the desired changes as result of the project?)

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Project scope and exclusions (what is in scope – the responsibility of the project team? And what is related to the project, but not included in the responsibilities of the project team?)

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Constraints and assumptions  (what are the constraints around the project and their priorities (e.g., time, cost, language, working hours, health and safety) and what assumptions are you making about the project?)

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Project tolerances  (are there any permissible deviations around your targets for time, cost, quality, scope, risk and benefits?)

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The user(s) and any other known interested parties  (who are the stakeholders that will be using the end product of the project? Who are the other stakeholders interested in, or affected by the project?)

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Interfaces (are there any related projects that need to be communicated with that relate to this project – e.g., website design, app design, other?)

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**Outline Business Case** (at minimum understand the reasons - why the project is needed. If more information is known at this time, include targets for time, cost, benefits and a list of the major risks)

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**Project Product Description** (what are your customer’s quality expectations - explain in your own words, what the end of this project will look like, feel like, seem like, sound like, etc. Then explain in measurable terms what will make these expectations acceptable - user acceptance criteria, and operations and maintenance acceptance criteria)

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**Project approach** (how will this project be delivered – in-house, external suppliers, from scratch, building on/amending something that already exists?)

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**Project management team structure**, a chart/table showing who will be involved with the project.

**Role descriptions** for the project management team and any other key resources identified at this time. \*\* Project Board roles can be combined. Project Manager and Team Manager roles can be combined \*\*

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| Roles: | Role Description | Name |
| PROJECT BOARD: Executive/Sponsor | Key decision maker. Represents the business interests in the project. Secures the funding. |  |
| PROJECT BOARD: Senior User | Represents the user interests. |  |
| PROJECT BOARD: Senior Supplier | Represents the supplier interests. |  |
| Project Manager | Reports to the Project Board. Runs the day-to-day management of the project on behalf of the project board, within the constraints laid out by the board. |  |
| Team Managers | Responsible for the delivery of specialist work.  Usually part time and reports to the Project Manager.  Can be internal or external to the organisation. |  |
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**References** to any associated documents or records

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