Project Brief Template

DOCUMENT CONTROL

DOCUMENT TITLE	Project Brief	**DOCUMENT AUTHOR**	
CURRENT VERSION		**EFFECTIVE FROM DATE**	
APPROVAL BODY		**APPROVAL DATE**	

PROJECT NAME	
PROJECT OWNER	
PREPARED BY	

1. BACKGROUND AND INTRODUCTION

IN A COUPLE OF SENTENCES, PLEASE SAY WHAT THE PROPOSAL IS ALL ABOUT	
WHY ARE WE DOING IT?	

2. WILL THE PROJECT SUPPORT THE ORGANIZATION'S STRATEGIC OBJECTIVES?

WHICH OBJECTIVES?	

3. BRIEFLY, WHO WILL BENEFIT FROM THIS PROJECT AND HOW?

WHO?	HOW?
STAFF	
CUSTOMERS	
PARTNERS	
STAKEHOLDERS	
OTHER	

4. WHAT IS AND IS NOT INCLUDED IN THIS PROJECT?

IN SCOPE – INCLUDED	OUT OF SCOPE – EXCLUDED

5. WHAT ARE THE ESTIMATED TIMESCALES FOR THE PROJECT?

START DATE		END DATE	

6. WHAT ARE THE ESTIMATED COSTS / NUMBER OF PERSON DAYS REQUIRED

FEASIBILITY STUDY (if applicable)	$	TOTAL PROJECT	$

7. HOW DO YOU PROPOSE THE PROJECT WILL BE FUNDED?

SOURCE OF FUNDING	AMOUNT
	$
	$
	$

8. WHAT KEY ACTIONS NEED TO OCCUR FOR THE PROJECT TO HAPPEN?

ACTION(S)

9. WHAT INITIAL RISKS ARE ASSOCIATED WITH THIS PROJECT?

RISK DESCRIPTION Also consider how this project will affect any other projects or systems both during and after

10. HAVE YOU CONSIDERED THE IMPACTS OF THE PROJECT ON THE FOLLOWING?

	DOCUMENT	CONTACT	YES (tick and attach)	NO (include reasons)
REPUTATION (internal and/or external)				
ENVIRONMENT				
HEALTH & SAFETY				

I/We have considered the benefits against the project costs and confrim that this project should be progressed.

Project Owner Sign-Off: _____ Date: _____