

Project Brief

Purpose

The purpose of this Project Brief is to detail the objectives, scope and deliverables of [Project Name]. This document functions as a major communications tool for all project stakeholders and third party participants that will be assisting [Company X] to deliver this project.

Brief Information

Project Name	[Project Name]		
Project Manager	[Project Manager's Name]	Contact Details Tel: Email:	
Project Sponsor	[Project Sponsor's Name]	Contact Details Tel: Email:	
Expected Commencement Date	[Date]	Expected Completion Date:	[Date]
Assignment Role	<i>This entry may be optionally included in this table the Project Brief is being released to an internal or external party for a specific role in the project</i>		

Revision History

Date	Summary of changes	Changes marked

Approvals

This document requires the following approvals:

Name	Signature	Title	Date of Issue	Version

Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

Glossary

The following terms and abbreviations may be used in this document.

Abbreviation/ Acronym	Description

Overview

Provide a brief overview of the project including some context to the background and the business drivers for the project.

Project Objectives

State what it is that will define how the project is to be successful, i.e. what does the project want to achieve.

Primary Objectives

Specify the primary objectives of the project; they must be measurable and achievable.

The primary objectives of this project are as follows:

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Secondary Objectives

Specify any secondary objectives of the project; they must be measurable and achievable.

The secondary objectives of this project are:

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Scope

Articulate the nature of the problem or opportunity that this Project Brief covers. Specify what the solution outlined in this Project Brief covers. You should use the detail listed in the Business Case for the basis of the information provided here.

In Scope

Carefully specify what the project covers.

Identify any areas where scope definition is still to be finalised.

The scope definition may vary according to the project type – e.g. for a system, scope may be described in terms of business activities and system functions.

Reference the source of the scope. For example, a regulatory framework, an infrastructure replacement, or a strategic business imperative.

Note: *Are you aware of other projects, which are delivering some components of the solution? If so, state the interrelationship with these projects.*