

Project Brief Template

For what purpose is the project being completed	<i>What is the outcome of this project, why is this project important and how does it fit with the vision, aims, objectives. Include who is sponsoring the project and why. It is helpful to consider if the project is reacting to a specific need or a proactive opportunity</i>		
Project Scope & deliverables	<i>What will the project actually deliver, include where possible a list of specific deliverables – e.g. specific products. Include what will be different from current, and what is out of scope</i>		
Opportunities for benefits	Financial Benefits - <i>How will the project save money or provide an opportunity for greater income?</i>	Efficiency Gains - <i>How will the project help the Organisation to work more efficiently?</i>	Non-financial benefits – <i>improved quality, meeting legal requirements etc</i>
Time Scale	<i>How long do you expect this project to take? When will it take place?</i>		
Considerations	<i>Include:</i> <ul style="list-style-type: none"> • <i>constraints on the project,</i> • <i>the risks you think the project may face,</i> • <i>what else is currently going on,</i> • <i>the consequences of not implementing</i> • <i>any risk, equality or privacy impact assessments required</i> • <i>any assumptions you have made to date</i> 		
Project Resources	<i>Include as much information on who you believe will need to work on this project? How much time and when you expect this to be (including if the relevant manager has agreed), and any other resources required</i>		
Project Cost	<i>How much do you expect this project to cost, and what assumptions is this cost based on. Include whether you believe the project can be delivered within current resources/ budget or if new funds will be required</i>		
Stakeholders:	<i>List key stakeholders</i>		