Project Brief

Product Description

# Purpose

A Project Brief is used to provide a full and firm foundation for the initiation of the project and is created in the Starting up a Project process.

In the Initiation a Project process, the contents of the Project Brief are extended and refined in the Project Initiation Documentation, after which the Project Brief is no longer maintained.

# Background

Brief background of the project.

# Project objective

Covering time, cost, quality, scope, risk and benefit performance goals.

# Desired outcomes

* Outcome 1
* Outcome 2
* Outcome 2

# Project scope and exclusions

* In scope
* Out of scope

# Constraints and assumptions

Constraints

* Resource constraints
* Time constraints
* Cost constraints

Assumptions

* Assumption 1

# Project tolerances

Any tolerances of cost, schedule or scope

# The user(s) and any other known interested parties

List of Stakeholders

# Interfaces

How this relates to other projects