



Project Brief (PM1)

PROJECT Title: **Add project title**

Project Manager: **Add name**

Date Created: **DD-MM-YYYY**

Version Number: **Add version reference**

Project Brief

For consideration of: (Name of Project Executive)

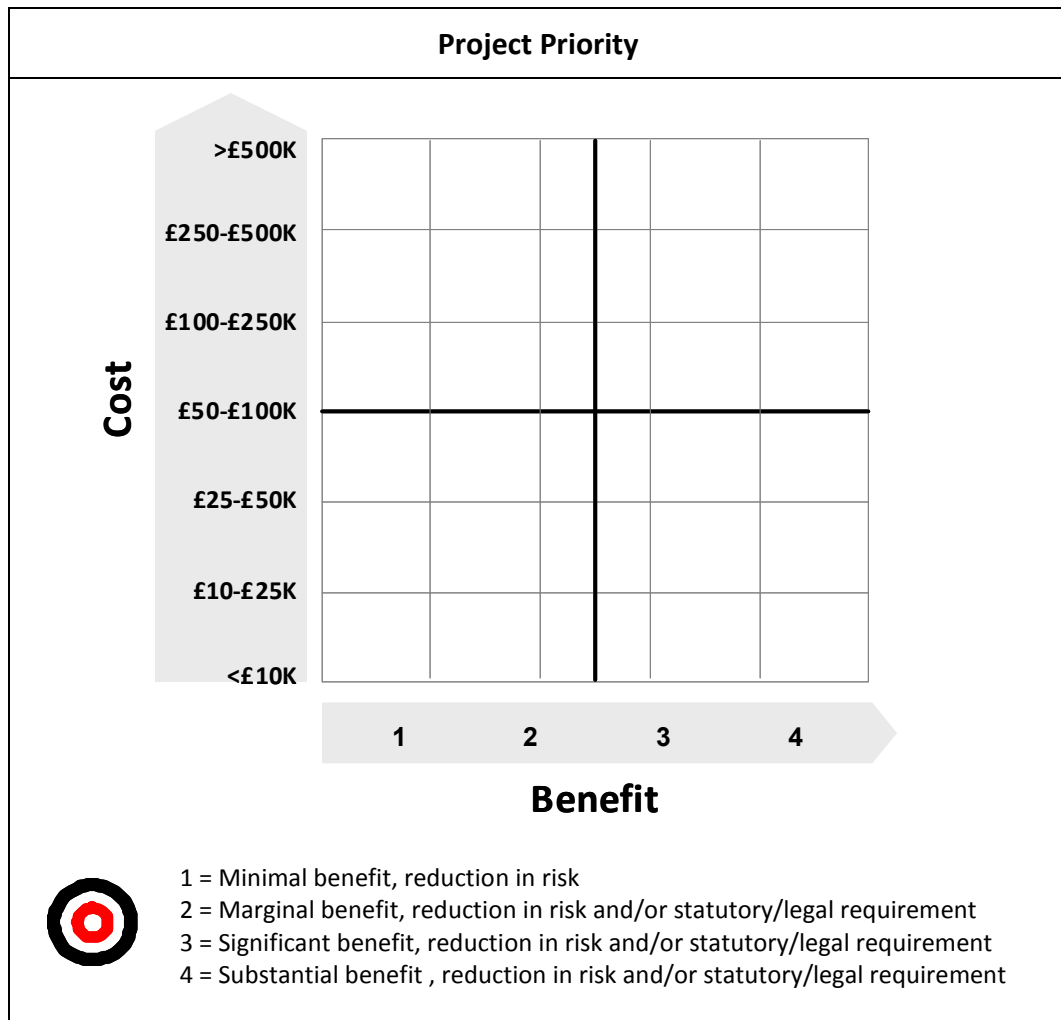
Prepared by: (Name of Project Manager)

Background (brief description of the project)
What it will involve and the benefits that will be realised from carrying it out

Project Definition
<p>Outputs i.e. Products to be delivered</p> <p>→</p> <p>Outcomes i.e. The direct impact the outputs will have</p> <p>→</p> <p>Strategic Contribution i.e. Strong and diverse local economy</p> <p>→</p> <p>Other contribution i.e. Local Development Framework</p> <p>→</p>

Budget Resource Requirements (outline)	
Breakdown of initial costs such as Officer time, capital costs and support costs	
Initial estimated costs are:	
Internal costs:	
Additional budget cost:	
Savings/ payback achievable;	
Time Scale:	
After what period of time from start will it be considered completed?	
Start : (Date) / /	Completion: (Date) / /

Project Time Line and Milestones	
Milestones	Due Date
Add key milestones	X
Add key milestones	X
Add key milestones	X
Add key milestones	X
Add key milestones	X
Add key milestones	X
Add key milestones	X



Project Risks		
Risk	Impact	Action
People - Lack of staff support & engagement	Project fails to initiate	New project leader appointed
Time - Project over runs	Key external dates are missed	Ensure that final deadline is not missed
Money – Project overspends before completion	Only 8 sessions will be held, not the full 10	Alter spend on other resources to bring project back in to line

Justification / Consequence of not doing the project (Strategic contribution / Statutory requirement / Other contribution)
What is the need for the project and what will be the consequences if it is not carried out?

Project Brief authorisation	
Sponsor Signature:	
Date:	
Executive Signature:	
Date:	
Project Manager Signature:	
Date:	
Member Signature/ Cabinet Approval: (where required)	
Date:	