Project Brief

Project Details

Project:

Project Sponsor:

Project Manager:

Start Date:

Completion Date:

Document Details

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| Version | Modifications | Author | Date |
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Project Definition

This section will define the project and what the project needs to achieve. It might include the following:

* Project background
* Project objectives
* Project scope
* Outcomes
* Constraints
* Assumptions

Business Case

This section should outline the business case and justify the purpose of the project.

Product Description

This section should describe the product being delivered, the user acceptance criteria and the quality expectations.

Project Approach

This section should include the approach being taken towards to the project.

Project Management Team Structure and Role Descriptions

This section will include details on who is involved in the project. It may be presented in the following format:

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| --- | --- | --- | --- | --- |
| Name | Role | Role Description | Email | Number |
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