| **B.01 Project Brief** |
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| Project name:  |  | Project ID: |  | Version: |  | Date: |  |
| Title:  |  |
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| 1. **Project definition**
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| *Explaining what the project needs to achieve. It should include Background, project objectives, desired outcomes, project scope and exclusions, constraints and assumptions, project tolerances, the user(s) and other known interested parties, interfaces.* |
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| 1. **Outline Business Case ▷ B.03**
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| *Reasons why the project is needed and the business option selected. This will later be developed into a detailed Business Case during the Initiating a Project process.*  |
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| 1. **Project Product Description ▷ B.06**
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| *Including the customer´s quality expectations, user acceptance criteria, and operations and maintenance acceptance criteria.* |
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| 1. **Project approach**
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| *To define the choice of solution that will be used within the project to deliver the business option selected from the Business Case, taking into consideration the operational environment into which the solution must fit.* |
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| 1. **Project management team structure**
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| *A chart showing who will be involved with the project.* |
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| 1. **Role descriptions**
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| *For the project management team and any other key resources identified at this time.* |
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| 1. **References**
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| *To any associated documents or products.* |
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***Note:***

*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 Initiating 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.*