

How to use:

Note: This template was created with Microsoft Word. Follow the prompts (in [...] brackets).

Instructions

1. When the template is complete, the document can be printed and approved.
2. Prior to printing, you should delete all [...] prompt text.
3. Save the document by selecting the "Save As" command. You must specify your own directory for your project.

Quality criteria

Once the document is complete check it against the quality criteria below. (Note: these quality criteria are taken from *Managing Successful Projects with PRINCE2 (Axelos Limited. (2017). Managing Successful Projects with PRINCE2 (6th Edition). London: The Stationery Office Ltd.)*).

- It is brief because its purpose at this point is to provide a firm basis on which to initiate a project. It will later be refined and expanded as part of the PID.
- It accurately reflects the project mandate and the requirements of the business and the users.
- The project approach considers a range of solutions, such as: bespoke or off-the-shelf; contracted-out or developed in-house; or designed from scratch or modified from an existing product.
- The project approach selected maximizes the chance of achieving overall success for the project.
- The project objectives and project approaches are consistent with the organization's social responsibility directive.
- The project objectives are specific, measurable, achievable, relevant and time-bound (SMART).

Insert project name

Project brief

Date: 24 July 2023

Project brief

Project:

Release: _____

Date:

Author:

Owner:

Client:

Document Ref:

Version No:

2 Project definition

[Explains what the project needs to achieve. It should include:

- Background
- Project objectives (covering time, cost, quality, scope, benefits and risk performance)
- Desired outcomes
- Project scope and exclusions
- Constraints and assumptions
- Project tolerances
- The user(s) and any other known interested parties
- Interfaces]

3 Outline business case

[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.]

4 Project product description

[Includes the customer's quality expectations, user acceptance criteria, and operations and maintenance acceptance criteria.]

5 Project approach

[Defines the choice of solution that will be used within the project to deliver the business option selected from the business case. This will take into consideration the operational environment into which the solution must fit and any tailoring requirements (if known).]

6 Project management team structure

[A chart showing who will be involved with the project]

7 Role descriptions

[These describe the roles of those in the project management team and any other key resources identified at this time]

8 References

[These include reference to any associated documents or products.]