<Project Title>

Project Brief

(Very Small Projects)

Version: <n.n> Date: <dd-mm-yyyy>

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*This template has been developed for very small projects and as such does not include a guide. For further details go to the Project Business Plan templates and guides found in the Project Management Section of* [www.egovernment.tas.gov.au](http://www.egovernment.tas.gov.au)

*The version number starts at one and increases by one for each release. It shows the release number and a revision letter if in draft. The original draft is 0.A and subsequent drafts are 0.B, 0.C etc. The first accepted and issued document is Version 1.0. Subsequent changes in draft form are 1.0A, 1.0B etc. The accepted and issued second version is 1.1 or 2.0, depending on the magnitude of the change.*

*Refer to the Project Management Fact Sheet: Document Control for more information.*

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**DOCUMENT ACCEPTANCE and RELEASE NOTICE**

This is <release/version> <n.n> of the <Project Title> **Project Brief**.

The Project Brief is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as complete replacement. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

PREPARED: DATE:\_\_\_/\_\_\_/\_\_\_

(for acceptance) (<name>, <Project Title> Project Manager)

ACCEPTED: DATE:\_\_\_/\_\_\_/\_\_\_

(for release) (Project Sponsor, <name, title>)

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| Title: | <Project Title> |
| **Background/Context:** | *Provide a brief explanation of the background and/or context of the project. (Try and keep this to little more than half a page)* |
| **Objective:** | *What is the aim of this project?*  *A useful way to frame the objective is to answer the question ‘why are you doing the project?’ The result is a one sentence statement, or series of statements, starting with the word ‘To’* |
| **Target Outcomes** | *Target Outcomes are expressed in the past tense and usually start with a word ending in 'ed', such as improved, increased, enhanced or reduced. They are the benefits that the project intends to achieve.* |
| **How will the success of the project be measured:** | *Describe the measure(s) that will used to indicate that the project has been successfully completed.*  *Each measure will be linked to one or more target outcomes. At the end of the project the measures will help answer such questions as 'what have we achieved?' and 'how do we know?'* |
| **Output(s):** | *What things will be delivered by the project?* *Outputs link with outcomes, in that the outputs are used by the project’s customers to achieve the outcomes. Outputs are usually expressed as nouns* |
| **Governance:** | *Describe the management arrangements that will be put in place to govern the project and briefly describe the accountabilities of each party. As a minimum this will include the name and title of the Project Manager and Project Sponsor.* |
| **Reporting Requirements:** | What is the reporting frequency, format and to whom? |
| **Resources:** | *What human resources, internal, external, consultants and/or working groups will be required for the project?*  *Is the project is being conducted within existing operational resources or have specific funds been supplied? If the project has a specific budget provide details of the proposed expenditures.* |
| **Stakeholders & Communication Strategy:** | *List the key stakeholders or stakeholder groups who will impact the project or be impacted by the project and describe how they will be engaged.* |
| **Assumptions and Constraints:** | *Provide a list of any underlying assumptions and/or constraints.* |
| **Major Risks & Minimisation Strategies:** | What are the barriers to achieving project success (ie the major risks)? For each of these risks, what steps will be undertaken to minimise them? |
| **Risk Management:** | What will be the process used to manage risks throughout the project, particularly in relation to risk identification, review and reporting? See the Risk Management resource kit at [www.egovernment.tas.gov.au](http://www.egovernment.tas.gov.au) for more information. |
| **Issues Management:** | What will be the process used to manage issues throughout the project, particularly in relation to issue identification, review and reporting? |
| **Related Projects:** | *List any projects which are dependent on this project, or projects that are interdependent on this project, or projects upon which this project is dependent. Briefly describe the relationship.* |
| **Guidelines/Standards:** | *What guidelines, standards or methodologies will be applied manage the project?* |
| **Quality Control:** | *What levels of review will be undertaken throughout the development of the project outputs? For example the timing of output reviews, how the reviews will be conducted and who will be involved.* |
| **Capturing the Lessons Learnt:** | *Describe any review process (internal or external) to capture the lessons learnt throughout the project* |

**Project Activities & Milestones:**

List the major activities, scheduled start, scheduled finish and who has been assigned accountability. Milestones are indicated by a blank scheduled start date. The activities appearing in the predecessor column must be completed before the activity described can begin.

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| --- | --- | --- | --- | --- | --- |
| ***Id*** | ***Description*** | ***Who*** | ***Scheduled Start*** | ***Scheduled Finish*** | ***Predecessor*** |
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