

Project Brief

Project Brief Document Template

| PROJECT OUTLINE & RATIONALE | | |
|---|---------------------------------------|---------------------------|
| Project Name* | | |
| Project Description* | | |
| Project Sponsor* | | |
| Requested by* | | |
| Senior User | | |
| IT Contact | | |
| Estimated Size | Small/Medium/Large | |
| Key Stakeholders | | |
| | | |
| | | |
| | | |
| | | |
| Date requested | Planned Project Start Date* | Planned Project End Date* |
| | | |
| Value of performing this proposed project | | |
| | | |
| Impact of <i>not</i> performing this proposed project* | | |
| | | |
| Proposed delivery approach | Package/Custom/Enhancement/Outsourced | |
| A. Total Preliminary Financial Benefits over 5 years (£) | | |
| 1. Preliminary project internal staff costs (£) | | |
| 2. Preliminary project third party staff costs (£) | | |
| 3. Preliminary infrastructure/hardware/software costs (£) | | |
| 4. Preliminary miscellaneous costs (£) | | |
| 5. Preliminary post-implementation operation/support/maintenance costs over 5 years (£) | | |
| B. Total Preliminary Project Costs over 5 years (1+2+3+4+5) (£) | | |

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|---|-----|-------------------------|--------------------------------------|----------------------|
| Preliminary Cost-Benefit assessment (A-B) (£) | | | | |
| Payback assumptions | | Payback period (months) | | |
| | | | | |
| Aligned with | | | | |
| Organisational strategy? | | Systems strategy? | | Technology strategy? |
| Project influences and dependencies* (which other projects/systems/services/products may be affected by this project, either in terms of successful project delivery or successful benefits delivery?) | | | | |
| | | | | |
| Budget | | | Preliminary business priority | |
| Budget allocated (if already budgeted) | £ | Priority | H/M/L | |
| Discretionary project?* | Y/N | Urgency | H/M/L | |
| If non-discretionary, reasons | | | | |
| | | | | |
| *fields on PM3 Project Details page | | | | |

| NOTES | | |
|-------|--------|------|
| Date | Author | Note |
| | | |
| | | |
| | | |

| PROJECT BRIEF DOCUMENT APPROVAL | | |
|---------------------------------|-----------|------|
| Role | Signature | Date |
| Project Requester | | |
| Project Sponsor | | |
| IT Contact | | |