# Project Brief

# Title:

## Overview

Describe the project

## Scope

Clearly define the parameters/objectives

## Outputs & Target dates:

|  |  |
| --- | --- |
| **Outputs** | **Target Date** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Key Assumptions

Outline clearly the assumptions of all partied involved.

## Constraints

Outline the constraints

## Project Team

### Who might be in the team? If you don’t have names then makeup of the team ie, treasurer, secretary etc

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role**  (within the team) | **Position** | **Contact details** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Funding

Include an overview of the funding required or if funds are raised by the project where they will be expended.

What activities/resources will the funds be allocated for? Is this a once of funding request or may it be ongoing? If it is a project will you be requesting funds from a supporting organisation? If so please give details. Often a table helps clarify the information. (replace this text with the appropriate information).

For example

| Item | Cost |
| --- | --- |
|  |  |
|  |  |
| Total |  |

|  |  |
| --- | --- |
| Brief submitted by | |
| Contact name: | Email: |
| Position: | |
| Telephone: | Mobile: |
| Date: |  |