

# PRINCE2™- Project Brief

<b>Project Name:</b>			
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Note: This document is only valid on the day it was printed

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## Revision History

Date of next revision:

Revision Date	Previous Revision Date	Summary of Changes	Changes Marked

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## Approvals

This document requires the following approvals. A signed copy should be placed in the project files.

Name	Signature	Title	Date of Issue	Version

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## Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

## Overview

**Purpose** 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of the Project Brief are extended and refined in the Project Initiation Documentation, after which the Project Brief is no longer maintained.

<b>Contents</b>	<i>The Project Brief should cover the following topics.</i>	
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**Advice** *The Project Brief is derived from: A project mandate supplied at the start of the project; Programme management - if the project is part of a programme, the Project Brief is likely to be supplied by the programme, and therefore it will not have to be derived from a project mandate; Discussions with corporate management regarding corporate strategy and any policies and standards that apply; Discussions with the Project Board and users if the project mandate is incomplete or if no project mandate is provided; Discussions with the operations and maintenance organization (if applicable); Discussion with the (potential) suppliers regarding specialist development lifecycles that could be used; Lessons Log.*

*A Project Brief can take a number of formats, including: Document or presentation slides; Entry in a project management tool.*

*The following quality criteria should be observed:*

- 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 Project Initiation Documentation
- The Project Brief 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; designed from new or a modified existing product
- The project approach has been selected which maximizes the chance of achieving overall success for the project
- The project objectives, project approach and strategies are consistent with the organization's corporate social responsibility directive
- The project objectives are Specific, Measurable, Achievable, Realistic and Time-bound (SMART).

## **Project Definition**

(Explaining what the project needs to achieve. It should include information on the sections given below)

## **Background**

## **Project objectives**

(covering time, cost, quality, scope, risk and benefit performance goals)

## **Desired outcomes**

## **Project scope and exclusions**

## **Constraints and assumptions**

## **Project tolerances**

## **The user(s) and any other known interested parties**

## **Interfaces**

## **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)

## **Project Product Description**

(Including the customer's quality expectations, user acceptance criteria, and operations and maintenance acceptance criteria)

## **Project Approach**

(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)

## **Project Management Team Structure**

(A chart showing who will be involved with the project)

## **Role Descriptions**

(For the project management team and any other key resources identified at this time)

## **References**

(To any associated documents or products)