HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2 Method and is designed to prompt the Project Manager and help in the creation of the Project Brief. There is also a Product Description for the Project Brief at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word 2003. To use it, load up the file directly from the directory and starting from page 1 follow the prompts in [...] brackets.

Deleting the [....] text

When the template is complete, the whole Project Brief document can be printed and approved.

Prior to printing, you should delete all [....] prompt text.

Saving the Project Brief document under its own name

Save the Project Brief document by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Project Brief is complete check the document against the following Quality Criteria:

- It is brief as its purpose, at this point, is to provide a firm basis on which to initiate a project.

- 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 modified existing product etc.

- 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 BRIEF

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1   Project Brief History

1.1   Document Location

This document is only valid on the day it was printed.
The source of the document will be found at this location – *[insert folder structure]*

1.2   Revision History

Date of this revision:
Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3   Approvals

This document requires the following approvals.
Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

1.4   Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

2   Table of Contents

Project Brief

3   Project Definition

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

- 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]

4   Outline Business Case

[Reasons why the project is needed and the business option selected]

5   Project Product Description

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

6   Project Approach

[To define the choice of solution the project will use to deliver the business option selected from the Business Case and taking into consideration the operational environment into which the solution must fit]

7   Project Management Team Structure

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

8   Role Descriptions

[For the project management team and any other key resources identified at this time]

9 References

[To any associated documents or products]