

Project Brief:			
Project Title:			
Name of Project Sponsor:			
Sponsor Contact Details:			
Name of Project Manger:			
Date of agreement on Project Brief:			
Project Start Date:		Project End Date:	
Purpose of the Project:			
To which projects can we benchmark this project?			
Project Assumptions:			

Project Objectives:		Target Date:	Weight:
1.			
2.			
3.			
4.			
5.			
How will this project benefit the organisation?			
Geographic and Demographic Scope:			

Project Constraints:

Reporting & Monitoring Arrangements:

Decision-making Arrangements:

Communication Arrangements:

Project Notes:

Sponsor Signature:	Date:	Title:	Authority: