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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Brief**   |  |  | | --- | --- | | **Name** |  | | **Date** |  |  |  |  | | --- | --- | | **Project Title** |  | | **Overview of the Project** |  | | |
|  |
| |  |  |  |  | | --- | --- | --- | --- | | **List of Requirements** | | | | | It is good practise to list the requirements to clearly define what is being built and then carry out a verification check in the test phase to ensure the working application meets the requirements specified.  Listing requirements and estimating the effort to build also provides an approximate time to build the project and ensures the scope of the project is manageable | | | | | **Met** | **Requirement** | **Notes** | **Build effort time** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Estimated Total Time | | |  | |
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| **Components** |
| List of the components to be built |
|  |
| **Data Design** |
| Design of the data architecture for the project |
|  |
| **User Interface** |
| Designs of the different User interfaces in the project |
|  |
| **Files and content** |
| List the files and content required for the project |
|  |

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| **Project Planning** | |
| It is a good idea to list down the main tasks to build the project and put them in the right sequence. | |
| **No** | **Task** |
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| **Sign off by Technical Trainer** | |
| Notes and Suggestions | |
|  | |
| Technical Trainer |  |
| Date |  |