Project Brief: [Project Name]

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| Organization | Project summary | Project team | |
| [Explain who the project is for in 2-3 sentences. Include any quick facts the team should know about the client’s organization:]   * [Quick fact 1]. * [Quick fact 2]. * [Quick fact 3].  Key stakeholders *Name*  *Title and role*  *Name*  *Title and role*  *Name*  *Title and role*  *Name*  *Title and role*  *Name*  *Title and role* | [Use the elevator pitch technique to outline what the project is all about. Use this section to explain  why the project is happening now and how it will benefit the organization.] Goals [If you can, tie these project goals to business objectives. That way, your team understands how their work will impact the company as a whole.]  1. [Project goal 1]. 2. [Project goal 2]. 3. [Project goal 3]. 4. [Project goal 4].  Deliverables & timeline   **Out of scope:** [be sure to mention any major out-of-scope items and/or project breaks.] Items to note [add any key notes that can provide clarification or insight about the project.]  * [Clarification item 1]. * [Clarification item 2]. * [Clarification item 3]. | A black background with a black square  Description automatically generated with medium confidence  A black background with a black square  Description automatically generated with medium confidence  A black background with a black square  Description automatically generated with medium confidence  A black background with a black square  Description automatically generated with medium confidence  A black background with a black square  Description automatically generated with medium confidence | Name  Title  [name@email.com](mailto:emailaddress@email.com)  % allocation  Name  Title  [name@email.com](mailto:emailaddress@email.com)  % allocation  Name  Title  [name@email.com](mailto:emailaddress@email.com)  % allocation  Name  Title  [name@email.com](mailto:emailaddress@email.com)  % allocation  Name  Title  [name@email.com](mailto:emailaddress@email.com)  % allocation |