next8n

PROJECT BRIEF TEMPLATE

Workflow Automation Delivery Framework

ENTERPRISE EDITION

Version: 2.0

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Project Brief Template

One-page quick reference document for active projects.

How to Use

Copy the template below for each new project. Fill in the bracketed fields.
Keep it concise - this is meant to be a quick-glance reference.

```
+==============================================================================+
|                         P R O J E C T   B R I E F                            |
+==============================================================================+


+------------------------------------------------------------------------------+
| PROJECT DETAILS                                                              |
+------------------------------------------------------------------------------+
| Project Name:  [Project Name]                                                |
| Client:        [Client Name / Company]                                       |
| Project ID:    [PRJ-XXXX]                                                     |
| Start Date:    [YYYY-MM-DD]          | Target End:    [YYYY-MM-DD]           |
| Status:        [ ] Discovery  [ ] In Progress  [ ] Review  [ ] Complete      |
| Priority:      [ ] High  [ ] Medium  [ ] Low                                 |
+------------------------------------------------------------------------------+


+------------------------------------------------------------------------------+
| OVERVIEW                                                                     |
+------------------------------------------------------------------------------+
| [2-3 sentence project summary. What are we building? Why? What problem       |
| does it solve for the client?]                                              |
|                                                                              |
|                                                                              |
+------------------------------------------------------------------------------+


+------------------------------------------------------------------------------+
| KEY DELIVERABLES                                                            |
+------------------------------------------------------------------------------+
| [ ] 1. [Deliverable description]                                             |
| [ ] 2. [Deliverable description]                                             |
| [ ] 3. [Deliverable description]                                             |
| [ ] 4. [Deliverable description]                                             |
| [ ] 5. [Deliverable description]                                             |
+------------------------------------------------------------------------------+


+------------------------------------------------------------------------------+
| TIMELINE & MILESTONES                                                       |
+------------------------------------------------------------------------------+
| Phase 1: [Name]          | [Date]        | [ ] Done                         |
| Phase 2: [Name]          | [Date]        | [ ] Done                         |
| Phase 3: [Name]          | [Date]        | [ ] Done                         |
| Final Delivery           | [Date]        | [ ] Done                         |
+------------------------------------------------------------------------------+


+------------------------------------------------------------------------------+
| TEAM & CONTACTS                                                             |
+------------------------------------------------------------------------------+
| ROLE                | NAME                 | EMAIL / PHONE                   |
|---------------------|----------------------|-------------------------------- |
| Project Lead        | [Name]               | [Contact]                       |
| Client Contact      | [Name]               | [Contact]                       |
| Technical Lead      | [Name]               | [Contact]                       |
```

```
| [Other Role]          | [Name]                | [Contact]               |
+--------------------------------------------------------------------------+


+--------------------------------------------------------------------------+
| BUDGET SUMMARY                                                           |
+--------------------------------------------------------------------------+
| Project Type:    [ ] Fixed Price  [ ] Retainer  [ ] Hourly              |
|                                                                         |
| Total Budget:    $[Amount]                                              |
| Spent to Date:   $[Amount]            ([XX]%)                           |
| Remaining:       $[Amount]                                              |
|                                                                         |
| Payment Terms:   [e.g., 50% upfront, 50% on completion]                 |
+--------------------------------------------------------------------------+


+--------------------------------------------------------------------------+
| RISKS & DEPENDENCIES                                                     |
+--------------------------------------------------------------------------+
| RISKS:                                                                  |
| - [Risk 1: Description and mitigation]                                  |
| - [Risk 2: Description and mitigation]                                  |
|                                                                         |
| DEPENDENCIES:                                                           |
| - [Dependency 1: What we need from client/third party]                  |
| - [Dependency 2: What we need from client/third party]                  |
+--------------------------------------------------------------------------+


+--------------------------------------------------------------------------+
| NOTES                                                                   |
+--------------------------------------------------------------------------+
| [Additional context, special requirements, or important reminders]      |
|                                                                         |
|                                                                         |
|                                                                         |
+--------------------------------------------------------------------------+


+==========================================================================+
| Last Updated: [YYYY-MM-DD]  |  Updated By: [Name]                        |
+==========================================================================+
```

Quick Reference: Status Definitions

STATUS	DESCRIPTION
Discovery	Requirements gathering and scoping
In Progress	Active development/implementation
Review	Client review and feedback phase
Complete	Project delivered and closed

Tips for Use

1. **Keep it current** - Update status and budget after each major milestone

2. **One page max** - If you need more detail, link to full project docs

3. **Print-friendly** - Designed to be printed or shared as quick reference

4. **Weekly review** - Check and update during weekly planning sessions

Template Version: 1.0

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