Project Brief

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# Usage

This artifact provides a high-level overview of the goals, deliverables, and processes for the project.

# 1. **Project Title**

* **Project Name**: A short, descriptive name that captures the essence of the project.

# 2. **Project Overview**

* **Purpose**: A brief description of the project’s purpose and why it’s important.
* **Background**: Provide any context needed to understand the project (e.g., current challenges, business goals, competitive pressures).

# 3. **Objectives and Goals**

* **Project Objectives**: Outline the specific objectives the project aims to achieve.
* **Success Metrics**: Define how success will be measured (e.g., KPIs, milestones, target completion dates).

# 4. **Scope of Work**

* **In Scope**: List the tasks, activities, and deliverables included in the project.
* **Out of Scope**: Define what is explicitly excluded to manage expectations and avoid scope creep.

# 5. **Key Deliverables**

* **Deliverable 1**: Brief description of the expected outcome, including due date if known.
* **Deliverable 2**: Additional deliverables as needed.

# 6. **Timeline**

* **Start Date**: Planned start date of the project.
* **End Date**: Expected completion date of the project.
* **Milestones**: Major milestones that signify key progress points.

# 7. **Budget**

* **Estimated Cost**: Initial budget estimate or range.
* **Financial Constraints**: Note any specific financial limitations or funding sources.

# 8. **Stakeholders**

* **Project Sponsor**: The person or group providing support and accountability.
* **Project Manager**: The individual responsible for planning, executing, and overseeing the project.
* **Team Members**: Key team members involved and their roles.
* **Other Stakeholders**: List any additional stakeholders or departments that will be impacted or involved.

# 9. **Assumptions and Constraints**

* **Assumptions**: Conditions assumed to be true for planning purposes (e.g., resource availability, technology).
* **Constraints**: Known limitations that may affect the project (e.g., time, budget, regulatory requirements).

# 10. **Risks and Mitigation**

* **Risk 1**: Identify major risks and potential impacts.
* **Mitigation**: Actions planned to minimize each risk.

# 11. **Approval**

* **Sign-Off**: Section for signatures or formal approvals, if needed.