
Project brief — template

1 Planning — Action plan

1.1 Analysis of the project assignment brief

1.1.1 Problem analysis

In this section you should give your interpretation of the project assignment brief, including any information gathered to clarify the brief. (6 marks)

1.1.2 Aims of the project assignment

(4 marks)

1.1.3 Requirements

E.g. functional/non-functional, constraints. (4 marks)

1.1.4 Key factors

Identification of the key factors influencing the project. (4 marks)

1.1.5 Resources and materials

Here you should identify the resources required to carry out the project, e.g. sources of information, procedures to be followed, people, equipment and other physical resources. You should also specify how the required resources will be accessed/obtained. (4 marks)

1.1.6 Information sources

Identification of the information sources to be used. (4 marks)

1.1.7 Analysis

You should undertake the analysis using appropriate techniques. The most important thing here is to ensure that you and your client have a common understanding of what you're trying to achieve, i.e. what the client expects to receive is the same as what you intend to deliver. (4 marks)
