

PROJECT BRIEF

A short-form project charter · Engineering · IT · Healthcare · Construction

Project Name	[Enter project name]	Project Code	[e.g., PRJ-001]
Project Manager	[Name]	Project Sponsor	[Name / role]
Sector / Discipline	[Engineering / IT / Healthcare / Construction]	Date	[DD Month YYYY]
Version	[1.0]	Status	[Draft / Approved]

1. PURPOSE & BACKGROUND

[In two or three sentences, describe why this project exists — the business problem or opportunity, its impact, and the outcome it will deliver.]

2. OBJECTIVES

- [Specific, measurable objective — for example, reduce processing time by a target percentage.]
- [Objective tied to cost, quality, safety, or service.]
- [Objective tied to strategic or regulatory outcomes.]

3. SCOPE

In scope

- [Key deliverable or area of work included in this project.]
- [Additional included work.]

Out of scope

- [Work explicitly excluded to prevent scope creep.]

4. KEY DELIVERABLES & MILESTONES

#	Deliverable / Milestone	Target Date	Owner
1	[Initiation / planning complete]	[Date]	[Owner]
2	[Design / requirements complete]	[Date]	[Owner]
3	[Build / execution complete]	[Date]	[Owner]
4	[Testing / commissioning complete]	[Date]	[Owner]
5	[Go-live / handover & closeout]	[Date]	[Owner]

5. BUDGET SUMMARY

Item	Estimate	Notes
Total approved budget	[Amount]	[Including contingency]
Contingency	[Amount / %]	[Basis]
Funding source	[Source]	[Cost centre / sponsor]

6. KEY RISKS & ASSUMPTIONS

- [Key risk to delivery or benefits, with its planned response.]
- [Major assumption the plan depends on.]
- [Key constraint — budget, time, resource, or regulatory.]

7. KEY STAKEHOLDERS

- [Sponsor, key decision-makers, delivery team, and affected groups.]

8. SUCCESS CRITERIA

[Describe how success will be measured — the specific outcomes, metrics, and acceptance conditions that must be met for the project to be considered complete and successful.]

9. APPROVAL

Role	Name	Signature	Date
Project Sponsor	[Name]		
Project Manager	[Name]		