**[Enter Project Name]**

**LOT Number:**

Project Brief:

|  |  |
| --- | --- |
| **Author** | [Name/Title of the person completing this document] |
| **Date Produced** | [DD/MM/YY] |
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| --- | --- |
|  **Project Name** | [Name of Project] |
| **Project Manager** | [Name/Title of Project Manager] |
| **Supplier Name** |  |
|  |  |
|  |  |

**Section A**

|  |  |
| --- | --- |
| Background |  |
| Project Vision |  |
| Objectives  |  |
| Outputs |  |
| Outcomes  |  |
| Benefits/Dis-benefits |  |
| Constraints/Assumptions |  |

**Section B**

|  |  |
| --- | --- |
| Major Risks | [List the major risks associated with the project] |
| Anticipated Timescales for deliverables |  |
| Project Management Team  |  |
| Other Resource Requirements |  |
| Major Stakeholders |  |