[Project Name]

Project Brief

|  |  |
| --- | --- |
| **Project Lead:** | [Name] |
| **Sponsor:** | [Name/Department] |
| **Timeline:** | [Start Date] – [End Date] |
| **Budget:** | $[Amount] |
| **Status:** | [Planning / In Progress / Complete] |

# Problem Statement

[What problem are we solving? Why does it matter? What happens if we don't solve it?]

# Proposed Solution

[How will we solve this problem? High-level approach.]

# Objectives

1. [Specific, measurable objective]
2. [Specific, measurable objective]
3. [Specific, measurable objective]

# Key Deliverables

* [Deliverable 1]
* [Deliverable 2]
* [Deliverable 3]

# Success Metrics

[How will we know this project succeeded? What will we measure?]

# Key Stakeholders

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Interest/Involvement** |
| [Name] | [Role] | [Interest] |
| [Name] | [Role] | [Interest] |

# Risks & Mitigations

* [Risk 1] → [Mitigation strategy]
* [Risk 2] → [Mitigation strategy]

# Approvals

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
|  |  |  |