**Project Brief**

Enter Suggested Project Name

Project Number: *Entered by PMO*

***Please note:*** *Text in blue italics is for guidance only and should be removed in final version.*

## **Document & Project Details**

|  |  |
| --- | --- |
| **Author of Project Brief** | *Enter name of document author* |
| **Project Sponsor** | *Enter name of Project Sponsor* |
| **Suggested Project Manager** | *Enter name of suggested Project Manager* |
| **Suggested Project Type & Size** | *Lite or Full* |

**Document Review History**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Version No.** | **Status**  Draft/Awaiting Approval/ Final | **Review Type** | **Reviewed By** | **Review Date** | **Summary of Changes** | **Date of Changes** | **Changes Approved by** |
|  |  | *Peer* |  |  |  |  |  |
|  |  | *Technical* |  |  |  |  |  |
|  |  | *Security* |  |  |  |  |  |
|  |  | *Financial* |  |  |  |  |  |
|  |  | *Project Board* |  |  |  |  |  |

**Business Need**

*Explain in as much detail as possible the underlying requirement for a project:*

* *What are the business drivers for this project?*
* *What is the problem/need that the project is trying to resolve?*
* *What are the key business benefits to be realised the project?*
* *Who will benefit or be impacted by the change?*
* *How will you know when your project is complete?*

**Approach**

*Enter details of how the project will be delivered e.g. phased, project methodology, use of technical innovation group etc. For example:*

* *How will the requirements be gathered during the first phase of the project, or are all the requirements already well known and documented?*
* *How the project be phased, of at all?*
* *Has a specific solution been identified?*
* *Is TIG required to define or review a solution?*
* *What is the approach to testing?*
* *Will there be any use of external companies or contractors?*

**Deliverables**

*Enter details of what will be delivered, e.g. system upgrade, new form, training, handover to support documentation and user guides, Privacy impact assessment, accessibility assessment and testing*

**Timescales**

*Enter details of the estimated start and finish of the Project. Are there any fixed deadlines that must be met?*

**Budget & Other Resources**

* *Enter which budget area and an estimate of how much the budget will be required.*
* *Detail any specific individuals/teams required for the project*

**Additional Information**

*Enter any additional information.*

Please complete and send to [pmo@napier.ac.uk](mailto:pmo@napier.ac.uk)

**For Completion by the PMO after submission to ISMT for Approval:**

* Project Type:
  + Full
  + Lite
* Project Size (days):
  + XS (<5)
  + S (6-20)
  + M (21-50)
  + L (51-100)
  + XL (100>)
* Prioritisation Suggestion from ISPG:
  + Impact – A, B, C, X
  + Urgency – Now, Next, Later
* Procurement Required:
  + Yes
  + No
* Approval to Proceed:
  + Yes
  + No
* Date of Approval: