

XXXX Project Author Name Exec Name Client Name

SP-NN Project Brief

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| Project Name | XXXX Project |
| Document Name | Project Brief |

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|  | Date: | **01 July 2015** |

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| Authorities | Author: | Author Name |
|  | Owner: | Exec Name |
|  | Client: | Client Name |

1. Project Definition
   1. Project objectives
   2. Desired outcomes
   3. Project scope and exclusions
   4. Constraints and assumptions
   5. Project tolerances
   6. Key Stakeholders
   7. Interfaces
2. Outline Business Case
   1. Drivers for Change
   2. Business Options Considered

The following business options have been considered:

**Option 1 Do Nothing**.

Expected benefits:

Expected dis-benefits:

Expected timescale:

Expected costs:

Key risks:

Summary:

**Option 2 Do Something**.

Expected benefits:

Expected dis-benefits:

Expected timescale:

Expected costs:

Key risks:

Summary:

* 1. Business Option Selected
  2. Project Approach

For the preferred business option, the following delivery/acquisition options have been considered:

**Option 1 XXXXX.**

Expected costs:

Expected risks:

Expected timescale:

* 1. Approach Option Selected

Investment Appraisal

* 1. Economic Appraisal
  2. Financial Appraisal

Funding Sources

Project Product Description

Project Management Team Structure

* 1. Organisation Chart
  2. Role Descriptions

References

Document History

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| Document Location | This document is only valid on the day it was printed.  The source of the document will be found in the XXXXX directory. |

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| Templates | This document is based on the Project Brief TP V01\_00 Template  and the Project Brief PD V01\_00 Product Description. |

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| Revision History |  |

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| Version Number | Revision date | Summary of Changes |
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| Approvals | This document requires the following approvals.  Signed approval forms are filed in the XXXXX directory. |

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