

Small Project Brief

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Define the purpose

Project name

Reason to do it

Intended user task

Useful outcome

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Name the output

Deliverable

Format

Required feature

Completion example

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Set the boundary

Included work

Excluded work

Available material

Known constraint

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Start the project

First action

Open question

Reference to gather

Review point
