Project Brief

[Project Name]

*Purpose of document*

*Provide a firm foundation for the proposed initiation of a project by clearly defining the healthcare system outcomes that are desired and the project objectives that are proposed to achieve those outcomes.*

Approvals

|  |  |  |
| --- | --- | --- |
| **Role** | **Name(s)** | **Date signed** |
| Project Sponsor | *e.g. Name &**Title* | *DD/MM/YYYY* |
| Senior User |  |  |
| Senior Supplier |  |  |

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Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **Version number** | **Description of version change** | **Date** | **Author** |
| *e.g. v0.1* | *Initial draft* | *DD/MM/YYYY* | *Name* |
|  |  |  |  |
|  |  |  |  |

# Exec Summary

*[Describe the problems that need to be addressed. This section should include the rationale / business justification behind the request for a project to be initiated]*

# Desired Outcomes

*[What is the project sponsor / requestor trying to accomplish? What do they want the end state of play to be, what does their vision look like?*

*Desired outcomes will drive the project’s objective and solutions that it delivers, within tolerances set to contain the level of change expected]*

Strategic change

Desired outcomes

**Constraints**

that may

impact set tolerances

**Tolerances**

(Boundaries set on

scope, cost, time, quality)

Project objective

Solutions

Business change

# Objectives

*[How are you going to deliver the outcomes defined above?]*

# Success Criteria

*[Examples: must conform to clinical safety standards X, Y, Z; users must accept and sign off all new/re-engineered processes; staff must be upskilled to enable use of new software.]*

# Scope

*[This is a ‘project tolerance’ and should be defined as clearly as possible upfront.*

*Be as explicit as possible to avoid ambiguity in people’s understanding of the scope – what’s included and what is excluded – with reasoning why]*

## In scope

## Out of scope

# Timeframe

*[This is a ‘project tolerance’ and should be defined as clearly as possible upfront.*

*Keep this high level. If a project plan has been outlined, and a project methodology chosen, state the project stages and/or milestones that are being aimed for and aspirational target dates (see example table below).*

*If a plan has not been outlined, specify the required implementation date and state as clearly as possible the drivers behind that date.]*

|  |  |  |
| --- | --- | --- |
| **Stage** | **Milestones** | **End date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Cost

*[This is a ‘project tolerance’ and should be defined as clearly as possible upfront.*

*If the project sponsor has a budget in mind for the work, state what this amount is.*

*If an initial estimate is known for the project, outline the costs in this section. It must be made clear if those costs are full costs for the project or partial costs that will increase later once solutions have been defined. Expectations on costs should be carefully managed at this early stage.]*

# Stakeholders

*[When considering who the project will impact, look at every department/ward in the Trust, every specialist role, the external (to Trust) bodies and staff that are involved with the subject matter. And remember that every project team member is a stakeholder too]*

|  |  |  |
| --- | --- | --- |
| **Area** | **Role** | **Needs / requirements** |
| *E.g.* |  |  |
| *Senior user* |  |  |
| *Senior supplier* |  |  |
| *Sponsor* |  |  |
| *Users* |  |  |
| *Governing bodies* |  |  |
| *Project Manager* |  |  |
| *Business Analyst* |  |  |
| *Developer* |  |  |
| *In-house service providers* |  |  |
| *Third party suppliers* |  |  |

# Approach

*[Define what key deliverables are expected, if possible. For example, if looking to implement a new software package, the core deliverables should align with software development lifecycle]*