



<< Project Name >>-

HSIE, Student Projects Orange High School Project Brief

Version: 1.

Date:

Copy: Uncontrolled

DOCUMENT ACCEPTANCE and RELEASE NOTICE

This is Version 1 of the <<NAME OF PROJECT>> **Project Brief**.

The Project Brief is a managed document. For identification of amendments each page contains a release number and a page number. Changes will only be issued as complete replacement. Recipients should remove superseded versions from circulation. This document is authorised for release once all signatures have been obtained.

PREPARED: _____ DATE: __/__/__

(for acceptance)

<<NAME>>

ACCEPTED: _____ DATE: __/__/__

(for release)

<<TEACHER NAME>>

Title:	<i>What is the title of your project</i>
Background/Context:	<i>What is the background of your project – between 100 and 200 words</i>
Objective:	<i>What is the objective of your project – A low level description of the specific and measurable outcomes desired from the project. TANGIBLE , SPECIFIC or thing</i>
Target Outcomes	<i>Measurable outcomes of your project- specific and meaningful.</i>
How will the success of the project be measured?:	<i>How will success be measured</i>
Governance:	<ul style="list-style-type: none"> • <i>Teacher – Project (Sponsor) Champion,</i> • <i>Business Services Manager – Project Stakeholder and funder,</i> • <i>Project Manager - << whom>></i> • <i>Roles</i>
Reporting Requirements:	<i>How will you report on the project</i>
Resources:	<i>How much will it cost (tangible and intangible)</i>
Assumptions and Constraints:	<p><i>What assumptions have you made</i></p> <p><i>What constraints can you see</i></p>
Issues Management:	<i>An issues management register that will be recorded and discussed at the monthly meeting. Plus, a traffic light report for all issues and risks</i>