# Project Brief for Professional Services

## Project Background

*(Describe the history, motivation and core context of the project)*

## Anticipated Project Commencement and End Date

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date (DD/MM/YY)** | [x] | **End Date (DD/MM/YY)** | [x] |

## Scope of Work

**Project description**

*(Describe what the key aspects of the project in scope and what would be out of scope)*

**Initial assumptions**

*(List the assumptions made for the project, e.g. good quality data is available.)*

**Issues/Risks**

*(List the risks and issues associated with the project, e.g. internal stakeholders will provide timely feedback.)*  
**Outcome to be achieved**

*(Describe the target outcomes of the project upon completion e.g. annual report reflects $X savings delivered due to project)*

**Is Standard Commercial Framework applicable?**

*(Yes/No)*

**Key deliverables and/or milestones *(If known)***

*(Itemise list of tangible deliverables and milestones at various stages of the project, e.g. Business Case Report or strategy workshop completed)*

## Key Stakeholders

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Project Role** |
| *E.g., Jane Doe* | *E.g., Senior Analyst* | *E.g., Project Manager* |
| [x] | [x] | [x] |
| [x] | [x] | [x] |
| [x] | [x] | [x] |

## Government Agency’s Obligations

*(List the specific commitments from the principal to help supplier complete the project, e.g. Government will provide supplier with detailed data, access to stakeholders and premises)*

## Locations and Arrangement for Delivery

*(Identify where is the supplier expected to perform the project under the required guidelines e.g. Client premises or supplier premises)*

## Pricing Model (if known)

*Select suitable pricing model for the engagement type in the drop-down menu below.*

Choose an item.