**Project brief - template**

| **Project brief template** | |
| --- | --- |
| **Infrastructure group** | [insert infrastructure group] |
| **Infrastructure area** | [insert infrastructure area] |
| **Option** | [insert option description] |
| **Outcomes** | |
| [Please provide a brief statement stating the purpose for this project.] | |
| **Scope** | |
| **Infrastructure scope:**  [Insert scope of works]  **Non-infrastructure scope:**  [Insert any non-infrastructure scope – this may include functional or operational requirements that need to be considered.]  **Excluded scope:**  [Insert any works which are excluded from this project’s scope.]  **Assumptions:**  [Insert project assumptions or considerations which have been made in relation to this project]      **Applicable standards and requirements:**  [Insert any standard, requirement or guideline documents to be used during the design and construction of this project.]  **Risks:**  [Insert any risks which may need to be considered during the design/construction of this project]  **Dependencies:**  [Insert project dependencies.] | |
| **Project brief cost estimate** | |
| **Total cost estimate** | |
| [Insert project cost and the indicative accuracy of that cost as a percentage value +/- X%] | |
| **Scope breakdown** | |
| [Insert how the total cost estimate was determined as a percentage of the overall cost stated above.] | |
| **Cost estimate basis and range** | |
| [Insert what the cost basis was derived from, as well as factors which influenced the indicative level of accuracy on the cost estimate.] | |