**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.] |