

Project Brief Template

Project Overview

Project Name: [Project Name]

Tagline: [Optional subtitle]

Mission

[Describe the purpose, problem, and impact]

Team Structure

- 1 Target Size: [Ideal number + roles]
- 2 Permissible: [Allowed variations]
- 3 Prohibited: [Disallowed configurations]

Community / Context Options

- 1 Option A (Micro): [Range + examples]
- 2 Option B (Mid): [Range + examples]
- 3 Option C (Macro): [Range + examples]

Process

- 1 Phase 1: [Name + description]
- 2 Phase 2: [Name + description]
- 3 Phase 3: [Name + description]
- 4 Phase 4: [Name + description]
- 5 Phase 5: [Name + description]

Final Deliverables

- 1 Primary Artifact: [Description + requirements]
- 2 Secondary Artifact / Presentation: [Description + key questions]