

Project brief template

Project name:

Objective	Project objective:
Assignment/ tasks	Activities:
	Deliverables:
Budget	Phase cost estimate:
	Total cost estimate:
Assignee(s)	Business owners: (name, company)
	Project team: (name, company)
Schedule	Kick off/estimated close:
Success measure	Measures of success: (on time delivery/learningsdocumented, evidence based business case)
Contact persons	Contact persons: (name and company)

Date and time:

Signatures and clarification of names:

Wärtsilä

Company name: