

Project starting brief

THE PROJECT AND THE NEED

Use this brief to prepare for a first project conversation.

To send this to ALA from your browser, use the online version.

You can also fill in this PDF, save a copy and email it to ALA.

Avoid including passwords or sensitive records.

PROJECT DETAILS

Organization

Contact name and email

Project

BUSINESS NEED

What needs to change?

How will the owner know the work is complete?

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DATES AND CURRENT POSITION

Record what is agreed, what can move and what is preventing progress.

DATES

Target date

Why that date matters

Which dates can move and who approves a change?

CURRENT POSITION

What is complete and accepted?

What remains?

What is blocked or undecided?

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PEOPLE, SUPPORT AND RECORDS

Identify the people involved and the information available for review.

PEOPLE AND OWNERSHIP

Sponsor

Internal team leads

Vendors

Who approves scope, cost, and acceptance?

SUPPORT NEEDED

What responsibility should ALA take over?

What remains with your organization?

AVAILABLE RECORDS

List the document, link or person who holds each record.

Current schedule

Scope and contracts

Budget

Risk and decision logs