

Project Brief

Date: [Insert Date]

To: [Team Name]

From: [Your Name]

Subject: Project Brief for [Project Name]

Project Overview

Provide a brief overview of the project. Outline what the project is about and its significance.

Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

Scope

Define the scope of the project, including what is included and excluded.

Roles and Responsibilities

List the team members and their respective roles.

- [Team Member 1] - [Role]
- [Team Member 2] - [Role]
- [Team Member 3] - [Role]

Timeline

Provide an overview of the timeline including key milestones.

Budget

Outline the budget if applicable.

Next Steps

List any immediate actions required from the team following this brief.

Conclusion

Encourage team collaboration and express enthusiasm for the project.

Best regards,

[Your Name]