

★ *Original* ★

THE ESSENTIAL

BRIEFING FORM

by
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The Essential Briefing Form

Organisation and Key Client:

Date:

What do you want at the end of the project?						
Why do you need this?						
How will you know you have what you want?						
How will it look / feel / sound when the organisation has this?						
What other assistance will the organisation have to reach this goal?						
What's stopped you / the organisation doing this until now?						
What are the Logistical requirements? <table><tr><td>date / by date:</td><td>location of people involved:</td></tr><tr><td>maximum # days:</td><td>project driver: time / cost / quality</td></tr><tr><td># people involved:</td><td>special requirements:</td></tr></table>	date / by date:	location of people involved:	maximum # days:	project driver: time / cost / quality	# people involved:	special requirements:
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