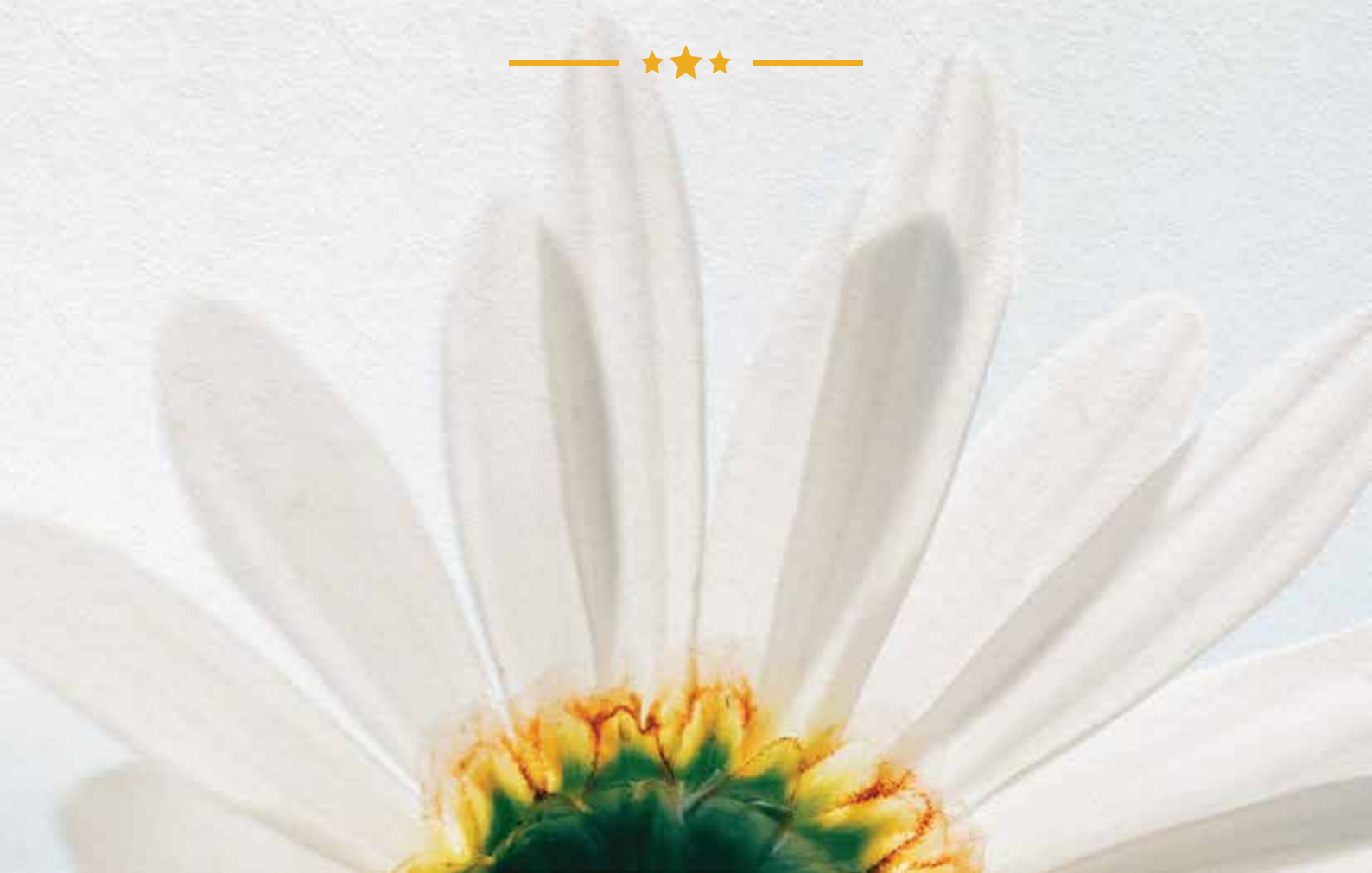


★ *Original* ★

THE ESSENTIAL

BRIEFING FORM

by
CINDY TONKIN



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?	
<p>date / by date:</p> <p>maximum # days:</p> <p># people involved:</p>	<p>location of people involved:</p> <p>project driver: time / cost / quality</p> <p>special requirements:</p>

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