

# HO\_Essential Client Briefing Form

Organisation and Key client:

Date:

What do you want at the end of the project?	
Why do you want 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 has stopped you/the organisation doing this until now?	
What are the logistical requirements?	
Date/by date:	
Maximum number of days:	
People involved:	
Location(s) of people involved:	
Project driver: time/cost/quality	
Special requirements:	