Writing an IT project brief

Guide

cloud business

Reimagine everyday

If your organisation is planning to hire an IT consultant for a strategic IT project, cloud migration or cyber security project, you might want to write an IT project brief. With this the consultant or professional services team will able to make recommendations, develop their proposal and quote on the project.

But where to start? To help you put pen to paper, or fingertips to keyboard, here we provide guidance on writing an IT project brief.

Contents

Key questions to answer

The big picture

- Why is the project being undertaken?
- What is the background to the problem / situation that the project will address?
- What is required of the project?
- What are the objectives / goals?
- What is the budget for the project?
- What is the timescale?
- What due diligence requirements do you have?

Stakeholders

- Who is involved in the project?
- Who will manage the project and reporting requirements?
- What will their role/s be and what work will they undertake as part of the project?
- Are there in-house resources available to the consultancy team?
- Is there a steering group for this project?
- Who will make decisions about appointments and budgets?
- Who will sign off the project?

Critical success factors

- What performance indicators will be used to monitor and evaluate the project?
- What factors would demonstrate that the project has delivered more than expected? e.g. completion ahead of deadline

Related projects

- What projects are currently being undertaken that might impact the new project?
- What projects are planned and may run concurrently or start after the project has finished?
- Are they interdependent and how?
- Will the project affect goals and success measurements of other projects? Or vice versa.

The breakdown

- When is the project to start and finish?
- What are the timescales for each phase of the project?
- What is the work plan for the project?
- Where will the project be carried out?
- What key geographic locations are involved?
- What is the scale and scope of the project?
- What are the risks associated with this project?And what mitigation plans are required?
- What project controls should be implemented?
- What are the project constraints?
- What reporting and communication plans need to be in place?
- How will project approvals be managed?

To conclude

We hope you've found this guide useful. If you would like to discuss your IT project with our consultancy team, please get in touch.

Or send us your project brief and we'd be delighted to make our recommendations and explore how we can work together.

Speak to our team to explore how we can support your organisation.

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