

Business Process Improvement Project Brief

Project Title:

Background / Project Drivers:

Project Objectives:

Deliverables:

Methodology:

Key Assumptions:

Responsibilities & Available Resources:

Timescales Including Key Milestones:

Costs:

Anticipated Outcomes:

Corporate / Business Priorities:

Customer Details:

Project Sponsor:

Process Owner:

Cost Centre Manager:

Project Approval:

.....
Project Sponsor's Signature

.....
Project Manger's Signature

Date:

Date: