

Project brief

Start with your priorities. Align on the scope before the work begins.

Site / building

Date / prepared by

01 / WHAT NEEDS TO CHANGE?

02 / WHAT DOES A GOOD OUTCOME LOOK LIKE?

03 / ACCESS, TIMING, AND DISRUPTION CONSTRAINTS

04 / BUDGET RANGE, DECISION MAKERS, AND NEXT STEPS

Planning worksheet only; not a quote, contract, or confirmed scope. Review feasibility, pricing, schedule, and responsibilities with your service provider.