

# CONSTRUCTION PROJECT DESIGN BRIEF TEMPLATE

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PROJECT NAME			
LOCATION			
CONTRACT NO.			
CLIENT/OWNER NAME			
CONSTRUCTION PROJECT MANAGER			
DESIGN PROJECT MANAGER			
OWNER POINT OF CONTACT NAME		PHONE	
EMAIL		MAILING ADDRESS	
CONSTRUCTION POINT OF CONTACT NAME		PHONE	
EMAIL		MAILING ADDRESS	
DESIGNER POINT OF CONTACT NAME		PHONE	
EMAIL		MAILING ADDRESS	

<b>PRECONSTRUCTION</b> Identify the project budget, schedule, and logistics.	
<b>GENERAL SCOPE</b> Give a summary of the project description.	

<p><b>DELIVERY</b> Identify the project delivery (design-build, design-bid-build, etc.).</p>	
<p><b>SPECIAL REQUIREMENTS</b> Identify any special project requirements (sustainability, MEP, security, etc.).</p>	
<p><b>SCHEDULE DETAILS</b> Identify the projected timeline, important dates and deadlines, scheduling software, etc.</p>	
<p><b>DRAWINGS &amp; DELIVERABLES</b> Describe the key deliverables for this project and provide web links to the drawings for this project.</p>	
<p><b>CONSTRAINTS &amp; ASSUMPTIONS</b> Describe any project constraints and assumptions.</p>	
<p><b>RISK MANAGEMENT</b> Describe the risk strategy, contingencies, and lessons learned.</p>	

<p><b>SUCCESS CRITERIA</b> Describe any success criteria, self-perform details, etc.</p>	
<p><b>KEY PERSONNEL</b> List all key personnel for this project, including names, titles, and firms.</p>	
<p><b>BONDING/INSURANCE</b> Describe any surety bond/insurance required for this project.</p>	
<p><b>SMALL BUSINESS &amp; SUBCONTRACTING</b> Describe any small business and/or subcontracting requirements for this project.</p>	
<p><b>COMMENTS</b></p>	

## **DISCLAIMER**

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