# Project/Activity Brief

## Project Name

**Project lead:**

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| Project Brief |
| **Project overview** |  |
| **Strategic alignment**  |  |
| **Project objectives**  |  |
| **Project beneficiaries** |  |
| **Project outcomes** |  |
| **Targets/Measures of success** |  |
| **Project milestones**  |  |
| **Budget** |   |
| **Evaluating/reporting**  |  |
| **Risks**  |  |
| **Project governance**  | *(who does the project report to, how often reporting is required)* |
| **Internal stakeholders**  |  |
| **External stakeholders**  |  |