# 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** |  |