**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 |   |
|   |
| **PRECONSTRUCTION**Identify the project budget, schedule, and logistics. |   |
| **GENERAL SCOPE** Give a summary of the project description.  |   |
| **DELIVERY** Identify the project delivery (design-build, design-bid-build, etc.). |   |
| **SPECIAL REQUIREMENTS** Identify any special project requirements (sustainability, MEP, security, etc.). |   |
| **SCHEDULE** **DETAILS**Identify the projected timeline, important dates and deadlines, scheduling software, etc. |   |
| **DRAWINGS & DELIVERABLES**Describe the key deliverables for this project and provide web links to the drawings for this project. |   |
| **CONSTRAINTS & ASSUMPTIONS** Describe any project constraints and assumptions.  |   |
| **RISK MANAGEMENT**Describe the risk strategy, contingencies, and lessons learned. |   |
| **SUCCESS CRITERIA**Describe any success criteria, self-perform details, etc. |   |
| **KEY PERSONNEL**List all key personnel for this project, including names, titles, and firms. |  |
| **BONDING/INSURANCE** Describe any surety bond/insurance required for this project. |  |
| **SMALL BUSINESS & SUBCONTRACTING**Describe any small business and/or subcontracting requirements for this project. |  |
| **COMMENTS** |  |

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