



Managing Contractor – Design and Construction Management – Stage One with option for Stage Two

Volume 4 of 4 – Project Brief

Project name

Project number

Guide note: Delete this guide note

Project Manager to insert Project Brief in this Volume 4.

Include in the Project Brief:

- **the Principal's requirements for the work under the Contract including, without limitation:**
 - **the purpose of the Works;**
 - **the performance;**
 - **the scope;**
 - **the quality; and**
 - **the functional and/or technical requirements;**
- **the required asset management and maintenance database; and**
- **any specific requirements in relation to Practical Completion.**

Classification of information provided:

- **project teams should ensure that the purpose of all information and documentation included in the Project Brief is clear. Information and documentation should be clearly marked as either for information or as a Principal's requirement.**

Don't include in the Project Brief:

- **any requirements for Stage One (to be included in Schedule 15); and**
- **any variations or items that result in an amendment to the contract conditions.**