

# Briefing Guidelines

## Project Refocus

This is a list of topics you might want to include in your Briefing. It is not the intention that you should include each and every one of these nor is the list comprehensive.

- (1) Who you are and your role in the project
- (2) Which management team set up and is steering the project, who the Champion and Project Leader are
- (3) Explain the areas you are going to cover
- (4) If there are other people also carrying out a briefing, say how what you are going to say fits in with what they will cover
- (5) The Project Remit as originally written  
(It can be helpful to provide this as a handout)
- (6) What has created the need for this Project Refocus including any proposed changes to the Project Remit
- (7) The story so far, where the project has got to, key pieces of work that have been done, who has been involved, any sticking points
- (8) Key issues which the event must address
- (9) What you would like to see by the end of the event
- (10) Finish by recapping what you have covered

**Notes** Any Briefing always has far more impact if key points are presented on flipchart. Use PowerPoint as an alternative only if you have pictures or graphs to show. This is followed by Reflections so defer any questions until then.

**Time** Discuss this with your Facilitator but ideally no more than 30 minutes.