

Briefing Guidelines

Project Update

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. What you choose to include will depend on your role within the project.

Project Update Briefings may be short or long depending on the nature of the project.

- (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) Elements of the Project Remit that are relevant to your Briefing:
 - (a) Objectives
 - (b) Scope, inclusions, exclusions
 - (c) Timescales and milestones
 - (d) Interdependencies with other work or projects
- (6) 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 New data or information that has become available, conclusions drawn and how this has been used
- (7) Proposals, options
- (8) Decisions required, by when and who will make them
- (9) What is needed from the group today
- (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. Questions will be picked up in the following Reflections so only answer points of clarification.

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