**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11356&utm_source=integrated+content&utm_campaign=/content/project-brief-templates&utm_medium=Construction+Project+Design+Brief+doc+11356&lpa=Construction+Project+Design+Brief+doc+11356&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)CONSTRUCTION PROJECT   
DESIGN BRIEF TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| 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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