



TRIGO GmbH

Heiligenstädter Straße 28/3

1190 Wien

+43 (0) 699 10 38 41 85

hello@trigo.at

www.trigo.at

Project Brief

Template

we speak human and computer



Give company overview

This is all about defining what your company does at a glance. If your company is too large to explain, use this section to provide an overview of the department/team that wants to digitalize a specific business aspect.

Either way, it's essential for any partner you may work with to know your work environment.

Example:

TRIGO is a business software development company specializing in custom solutions based in Vienna, Austria. Our tried and tested development process gets our clients to the finish line. TRIGO currently has a team of 17 developers, product owners, software architects and UX experts.

The company was established in 2011 and has had over a decade of experience in customized software development. You can find out more under www.trigo.at.

Create project overview

In the next step, summarize the project and the motivation behind it. This section does not need to entail specific requirements, it is just a rough overview. These will be created and documented in the later planning phase.

Example:

Following the company's rapid growth over the last few years and the constant expansion of the team, our digital processes (based on Excel sheets) have reached their limits. We have to carry out a lot of manual work and run through flawed action steps to handle the primary business process. A custom software solution should not only make day-to-day tasks easier for employees, but also allow the company to scale even further.



Set timeline

Try to define a rough but realistic timeline for your project. If strict deadlines have already been set for specific deliverables, this is where you should list them.

Example:

The software solution should take on the first tasks by mid-2022 and go into full operation by the end of 2022.

Set budget

We all know every business owner also has to consider budgeting, no matter what project you initiate. If you already have a budget at hand for this project, go ahead and list that here.

Example:

We have defined a budget of €125,000 for the development of this custom software and a budget of €30,000 for one year of operation, support and maintenance.



Align with business goals

What business objectives are you trying to achieve or support through this project? It's important to align an investment like this with your key business objectives and communicate them to your software development partner.

This ensures clarity and that you're both steering toward the same goal; decisions are always made with this main objective in mind.

Example:

- 30 % more turnover a year after implementation
- Initiation of a new business venture

Outline non-goals

It is equally important to define what goals are not within the project's scope, which also ensures that, during implementation, we continue to work in the right direction.

Example:

Environmentally harmful consequences due to the project. (We don't want that obviously)



Success factors / KPIs

What factors are relevant for the project to be considered a success? How are these factors measured? If you don't think about these factors, a project like this can quickly become a long-running project and go well over budget.

Example:

- Successful start by 11/2021
- No budget overruns
- 100 % automation of manual process X
- 25 % increase in employee satisfaction

Challenges and things to consider

Anything that may not have found a spot above goes into this section. What additional challenges (technical, legal, geographical, etc.) are there? And what needs to be taken into consideration?

Example:

We want to integrate our existing CRM, which is technically complex but has a well-documented API.



Expectations and worries

What are the expectations of the collaboration? Are there fears and worries? Too often there are unspoken topics that cause misunderstandings during the collaboration. An honest collaboration should be based on clear expectations.

Example:

We have had bad experiences with other service providers. We never knew what was actually going on. It is therefore important to us to have a constant flow of information.

