Project Title

Subtitle

Background:

Types of things to include in this section:

a) General background
b) Problem/Research Question
c) Significance

In addition, here you will provide the context for your project, including a description of your client and the problem you were asked to address.

A few notes on formatting:

•<u>This is just a template</u>. You will almost certainly need to move around the text boxes & images, resize them, and possibly add extra boxes, borders, shapes, tables, etc. This just gives you a starting place.
•We encourage you to customize the fonts & colors of your brief to make it unique to your group. Just make sure, of course, that it's still easy to read.

Objectives:

Things to include in this section:

a) Project objectives

Be sure you clearly and concisely state the project objectives.

Also remember that the project brief should be written in the third person. (No "we" or "our".)

Figure 1. Above this text box there is a placeholder for an image. This could be a picture, a logo, or any kind of simple graphic that helps to introduce the project.

Methods (or Approach):

This is where you will explain who you interviewed and why, or what kind of data you collected and why.

Things to include in this section:
a) Approach/methods
b) Three components of sustainability

This is also where you can address how your project includes all 3 components of sustainability (economic, environmental, and social.)

Figure 2. You may have figures, photos, diagrams, or graphs that you'll want to include. There's a placeholder for an image above this text box, but feel free to move these elements around.

Table 1. A description of all interviews conducted. *This table is only a suggestion– you don't necessarily have to have something like this.*

Name	Affiliation/Occupation	Date Conducted	Interviewer(s)

Besides describing your data collection process, you'll want to describe the analysis process. Did you read through transcripts and highlights key words or phrases? Did you compare responses to look for common themes? Did you use statistical methods to analyze survey data? (Just remember to write in third-person!)

Results (or Findings):

"Quotes are a great way to emphasize points in qualitative data."

You can get creative with little side-boxes like this to highlight key messages.

Figure 3. This is another image placeholder– you'll probably end up with some type of graph or chart to display some aspect of your results. This could also be imagery that's used in your video.

Summarize Results (both boxes)

Things to include in this section:
a)   Results/Findings

Conclusions (and/or Recommendations):

Objective 1
Your conclusions should clearly follow from your findings and address the original project objectives.

Things to include in this section:
a) Conclusions/Recommendations

Objective 2
…

Recommendations
This can include recommendations for future work. If it seems like your conclusions and recommendations are tied together, you don't necessarily have to separate them out like this. Remember– you should customize this template so that it suits your project!

Figure 5. [It may be nice to include a picture of your team working on your project, especially if it involves working outside/on location or talking with people.]

Acknowledgements:

Be sure to thank your clients and any other important contributors/advisors.

Bleed Blue. Live Green.

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