

# INTERNAL PROJECT BRIEF [for councils]

## EMERGENCY MANAGEMENT IMPROVEMENT PROJECT

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*This template can be used for proposed projects identified through the completion of the Health Check Tool and/or improvement plan. Each section provides examples of what could be included in the brief as a guide only. These can be removed if not required.*

### 1. OVERVIEW [What are we talking about, who needs to know]

- Background on the EM Health Check initiative
- Who is the audience

### 2. DRIVERS [What's the need, why's this important now]

- Outcomes of the Health Check Report
- Experience from previous events, exercises or training
- Information from reviews or audits
- Expressions of concern / risk by key stakeholders
- Learnings from other Councils
- Knowledge of emerging hazards and risks

### 3. OBJECTIVES [What do we want to achieve]

- Key objectives
- What will be the output / achievements

### 4. APPROACH [How are we going to do it]

- What's the scope
- What process will we follow (methodology)
- Who will be involved
- Who will results be reported to
- How long will the process take (timeframes/milestones)
- What logistics, tools or other resources are required

### 5. PROJECT PLANNING

#### **Project Team – internal and external**

Name	Role	Organisation

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### Project Plan – Deliverables / Milestones / Timeline / Resources / Responsibilities

Activity/Deliverable	By Who	By When

### Budget

Activity/Deliverable	Estimate Cost	Cost Centre

## 6. Evaluation and Reporting

- Format (Evaluation plan and outcomes report)
- Timeline

## 7. Authorisation

- Approver
- Date

## 8. Related documents

**[DOC #1]**

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**[DOC #2]**

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**[DOC #3]**

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**[DOC #4]**

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