

**PWSRCAC Long Range Planning  
NEW PROJECT  
BRIEFING TEMPLATE**

Submitted by: \_\_\_\_\_

1. What is the name of the new project?
  
2. Give a brief description of the new project.
  
3. Why is this new project important to our organization, mission and/or our constituents?
  
4. What would be accomplished as a result of successfully completing the new project?
  
5. What is the probability of successfully completing the project?
  
6. What is the estimated cost to complete this new project?