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Shared resource library project brief

This project will give a small team one dependable place to find current templates, guidance and approved examples. The project coordinator should confirm the scope and review process before production begins.

Purpose and audience

The library is intended for team members who prepare recurring project documents. It should help them choose the right starting file, understand how to use it and identify the person responsible for keeping it current.

The initial release will use an existing shared folder. This brief covers document preparation and organisation; it does not define a new software platform.

Scope of work

- Review the supplied templates and examples. Keep the current versions and flag duplicates or missing information for the coordinator.
- Apply a consistent document structure, including titles, heading levels, paragraph spacing, lists and tables. Preserve the approved wording.
- Prepare a short index with a clear filename, purpose and owner for each resource. Add a simple guide to choosing and updating files.

Working approach

Begin with a representative document and agree the formatting before applying it to the remaining files. Use editable text and native tables so the team can maintain the documents after handover.

Keep a record of questions separately from the working documents. The coordinator will resolve content questions, consolidate feedback and identify the version approved for release.

Inputs needed before production

The coordinator will supply the current source files, any existing style guidance and a list of document owners. Confirm the intended audience and preferred file formats before formatting begins.

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Delivery plan

The following stages define the handover sequence. Each stage should be reviewed before the next begins.

Stage	Output	Review owner
Preparation	Source list and open questions	Project coordinator
Formatting	Editable document set and draft index	Document owners
Review	Revised files and recorded decisions	Project coordinator
Handover	Approved files and maintenance guide	Library owner

Handover checklist

- Confirm that headings, lists and table styles are consistent across the document set. Check that page breaks keep related content together.
- Compare the final files with the approved source text. Resolve missing content and unexpected wording changes before release.
- Open the editable files and PDF previews. Check the reading order, table wrapping and filenames, then place the approved files in the agreed folder.

Assumptions and boundaries

The team will provide complete source material and one consolidated set of review comments. New copywriting, translation, legal review and changes to the shared folder permissions are outside this brief.

No release date is committed here. The coordinator will agree the schedule after checking the source files and reviewer availability. Any change to the scope should be recorded before additional work begins.

Approval and next step

The coordinator should confirm the scope, nominate the library owner and provide the source files. Formatting can begin once the representative document and review process have been agreed.

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