01

Project brief

A small project. A clear plan.

The idea

Create a calm, useful workspace.
Start with the essentials and leave room to grow.

Scope	Planning + workspace
Deliverables	Brief, notes, next steps
Prepared for	The project team

02

Project notes

Keep the details together.

What we discussed

Keep the layout simple and the materials durable.
Review the first draft before choosing a direction.

Layout	Open, flexible, uncluttered
Materials	Paper, wood, soft light
Follow-up	Share the updated plan

03

Next steps

Ready for the next step.

Before we begin

Check the plan with everyone involved.
Confirm the details and keep a copy for the team.

01	Review the project brief
02	Add feedback to the notes
03	Confirm the next check-in