PROJECT BRIEF · PREPARED WITH MYSKILLS

Launch plan for a clearer client handoff

A compact example of turning Markdown notes into a PDF that is easier to review.

Audience
Client and delivery team

Next review
Friday, 10:00

Scope and goals

- Agree on the first release scope.
- Make open questions visible before implementation.
- Leave the client with one clear next step.

Delivery checklist

- Confirm requirements and owner.
- Share the first review build.
- Record feedback in one place.

Open questions

Which outcome should be measured first? Who signs off on the final copy and delivery date?