SECOND STORY STUDIO

Task Brief

Second Story Projects

Answer what you can. Use extra sheets or discuss anything you are unsure about.

Name / business

Email / project reference

1. What would you like us to help you achieve?

Tell us what a successful result would look like.

2. Who will use it, and where?

Audience, setting, business or personal use.

3. What do you already have?

Photos, drawings, measurements, text, branding, source files or the item itself.

4. What must stay, change or be avoided?

Important details, colours, style, brand rules and permissions.

5. What budget and timing should we work around?

A budget range is helpful. Tell us if the date is fixed or preferred.

This Task Brief supports scoping and quotation. It does not place an order or agree a price.

SECOND STORY STUDIO

Task Brief

Second Story Projects

Answer what you can. Use extra sheets or discuss anything you are unsure about.

6. What project, location and stage are we supporting?

Project type, current stage, your role and key people.

7. Which documents or controls do you need?

Programmes, reporting, trackers, site setup, QA, commissioning or handover.

8. What source information and dates are available?

Drawing revisions, existing programme, scope, milestones and dependencies.

9. Who checks, approves and uses the deliverables?

Client formats, company branding, review responsibilities and update frequency.

10. What output and level of support do you need?

Editable files, PDF issues, one-off work, regular updates or site support; identify specialist input.

This Task Brief supports scoping and quotation. It does not place an order or agree a price.