Template and example of a project description

PROJECT DESCRIPTION TEMPLATE

Project Name: X

Project Location: X

Project Owner: (agency) X

Client Name: (same) or (someone else) X

Client and/or Project Owner Manager:
  name: X
  phone: X
  email: X

(YOUR) team & role:
  X (name, Role)

Date started: X  Date completed: X

Contract amt: $X  Total Project: $X

DESCRIPTION:

XXXX

Image: (either paste in or link to location)
Example:

Project Name: **ABC Painting Project**

Project Location: **Everett, Washington**

Project Owner: **XYZ Agency or Company**

Client Name: *(name of Prime if you’re subconsulting or name of Agency or Company)*

Client and/or Project Owner Manager:

Harry Jones, Director of Public Whatever, Everett, Washington
425-555-9876
harry.jones@cityofeverett.com

Your company’s Role: **LMNOP Business** was a subconsultant to *(name the prime)*. Our responsibilities included power washing, hand sanding, and painting the City-owned property adjacent to the Riverfront development. VanGogh Painting did the interior and exterior painting.

Date started: **October 2011** Date completed: **anticipated Winter 2014**

Contract Amount: **$30K** Total Project: **$110K**

Description: *Describe the main project elements and your company’s role.*

The City wanted to update and refurbish this city-owned property, which is adjacent the downtown Everett business district. The property was surplused by the City, and updating the interior and exterior paint was critical to presenting the property for sale. In addition to prepping the interior and exterior for two coats of paint, our interior designer also consulted with the City to coordinate the color palettes. Due to two weeks of extremely rainy weather, the exterior painting was delayed. We put all painters to work on the interior, and to make up for time lost, we used our interior painters to the outdoor team and brought the project in on schedule.