



Scope brief

A short brief to fill in before a first conversation with any software builder, including us

You do not need a specification document to talk to a software builder. You need clear answers to a handful of questions. Fill in what you know and leave open what you do not: the blanks are often the most useful part of the first conversation.

The problem

Describe the problem in one or two sentences

Who has this problem (which role, team or customer)

How often it happens, and what it costs each time (hours, money, missed work)

How it is handled today (spreadsheet, mail, paper, not at all)

What success looks like

The result you want, in numbers (for example: from 4 hours to 30 minutes per week)

How you will measure whether it worked

What changes day to day for the people involved

Who will use it

Who the users are, and roughly how many

How comfortable they are with new tools (honestly)

Where the tool will be used:

- ☐ At a desk, in the office
- ☐ On the move, on a phone or tablet
- ☐ By customers or partners outside your organisation

Hard constraints

Is there a real deadline, and what makes it real (event, contract, regulation)

Systems it must connect to (accounting, CRM, planning, machines)

- ☐ Personal or sensitive data is involved (GDPR applies)
- ☐ An industry rule, certification or audit applies

If so, which one

Budget and decision

A budget band is not a commitment. It tells a builder which solutions are even worth proposing:

- ☐ Under €10,000
- ☐ €10,000 to €25,000
- ☐ €25,000 to €50,000
- ☐ More than €50,000
- ☐ No idea yet, and that is fine

Who takes the final decision, and who else needs to agree

When you would like to start

Bring this brief to a first conversation with any software builder, not just us. The questions are the same everywhere.