

Project Description Sample

The image shows two pages of a project description document. The left page (1/2) features the McCafferty Brinson Consulting logo and contact information for Randolph Brown, Utilities Director. It details the project title, location, and various metrics like construction and MBC fees. A photograph of a water treatment facility is included. The right page (2/2) provides a detailed list of design services such as reviewing record drawings, preparing design memorandums, and creating construction drawings. It also includes a technical diagram of a flow meter installation with labels like 'FLOW METER', 'GR GROUNDING RING', and 'PIPE FLANGE'.

Project Description Formatting Steps

Add Company logo to header, aligned to the left



Right side must have Title of Project (Arial 16) and Location (Arial 14) in blue filled-in box.

Below Title, try to include a picture of relevant work.

Include Background as a title (Arial 14) and then provide a brief description and background on the subject (Garamond 11).

Include Project as a title (Arial 14) and then include bulleted points on scope of services and/or improvements for the project (Garamond 11).

Left side must have Font 9 Arial in blue

Left side of the page must include (in bold):

- Client**
- Scope of Services**
- Start Date**
- Completion Date**
- Construction Cost**
- MBC Fee**
- Key MBC Staff**
- Key Features**

If more than one page, on second page include different logo as left header.



On the right side of the header include Project Title (Arial 13) and Location (Arial 10).

On footer, include page number on right side and on the left side include Code and Project (Garamond 5) for easy access.

Right Click on Paragraph and make sure indentation and line spacing is as follows:

The screenshot shows the 'Paragraph' dialog box with the 'Indents and Spacing' tab selected. The 'General' section shows 'Justified' alignment and 'Body Text' outline level. The 'Indentation' section shows a left indent of 0.06 inches and a right indent of 0 inches. The 'Spacing' section shows 'Before' and 'After' spacing set to 'Auto' and 'Line spacing' set to 'Multiple' at 1.15. A preview window at the bottom shows a sample paragraph with the specified settings applied.