PROJECT ANNOUNCEMENT

CONFIDENTIAL

PROJECT NO.: S _____ **DATE:** _____

TO: **Director/ Admin/ Project Team/ IT/ A/C** **FROM:** _____

Please note that the Company has been awarded the following Project:-

1. NAME & ADDRESS OF CLIENT/PERSON-IN-CHARGE

2. NAME OF PROJECT

Project Title	
Simplified Project Title	

3. BRIEF DESCRIPTION

Type	
Floor Area	
Timeline	
Others	

4. PROJECT TEAM

Project Director				Mechanical QP	
Asst. Project Director				Electrical QP	
Project Manager				Mechanical Project Asst.	
Asst. Project Manager				Electrical Project Asst.	

5. NAMES OF OTHER CONSULTANTS (i.e. Architect, QS, Structural Engineers, etc.)

Client Project Manager	
Architect	
C&S Engineer	
QS	
Others	