

Project Context Document

AI guidance document — fill in fresh for each project before starting a session

Project Overview

One or two sentences describing what this project is. What exists, what needs to exist.

Project name:

Project type:

_____ (e.g. web app, art commission, engineering consult, training engagement)

Summary:

Client Background and Goals

Who is the client? What do they do, what do they care about, and why are they coming to you? Include any relevant history, domain knowledge, or organizational context.

Client / organization:

Industry / domain:

Why they came to you:

What they ultimately want to achieve:

Known biases or preconceptions to be aware of:

Project Scope and Deliverables

Define what is in scope and — equally important — what is out of scope. List concrete deliverables. Vague scope is the root of most project problems.

In scope:

- _____
- _____

Out of scope:

- _____
- _____

Deliverables:

- _____
 - _____
-

Success Criteria

What does done look like? How will you and the client know the work is complete and correct? Be as concrete and measurable as possible.

Success looks like:

Acceptance criteria:

Who signs off:

Timeline and Milestones

Key dates, phases, and deadlines. Note any hard constraints vs. soft targets.

Milestone	Target Date	Hard Deadline?

Overall deadline:

Notes on timeline constraints:

Communication Preferences

How does the client want to communicate? How often? Through what channels? Misaligned expectations here cause most relationship problems.

Primary contact:

Preferred channel:

_____ (e.g. email, Slack, WhatsApp, in-person)

Meeting cadence:

Response time expectations:

Language / locale:

_____ (note if working across languages or time zones)

Known Risks and Constraints

What could go wrong? What limits exist that the AI should be aware of? Include technical, organizational, personal, or logistical risks.

Known risks:

- _____
- _____

Hard constraints:

_____ (things the solution must not do, use, or assume)

Dependencies:

_____ (things outside your control that affect delivery)

Tech Stack and Tools

Optional — complete for software, engineering, or technical consulting work. Leave blank or delete for non-technical projects.

Platform / OS:

Languages:

Frameworks / libraries:

Databases:

Deployment / hosting:

Version control:

Other tools:

Constraints or preferences:

_____ (e.g. no Windows, no proprietary tools, client uses X)

Budget

Optional — include only what is relevant and appropriate to share in this context.

Agreed budget:

Payment structure:

_____ (e.g. *fixed, hourly, milestone-based*)

Notes:

Context and Intent References

Load these documents alongside this one for full AI context.

→ *Personal context doc: see [personal-context.md](#)*

→ *Intent / values doc: see [intent-values.md](#)*

→ *Art context doc (if art-related): see [art-context.md](#)*