Project Proposal Template

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Section A** | **Project Outline:** |
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| **Project Rationale** | You will place here project need for your business including background/context and why it require to be done |
| **Project Purpose:** | You will state overall reason for the project under project purpose heading |
| **Project Goal:** | What is the goal and end results of your project |
| **Broad statement of**  **Scope:** | You will identify here what kind of work will be accomplished to complete your project successfully |
| **Project Objectives:** | Objectives of project will go under this heading |
| **Anticipated Benefits:** | Who will benefit, how they will benefit, what is the gain if the project is successfully completed are such points which will go under this heading |
| **Key Success**  **Factors:** | Factors that will be used to determine the success of the project will be listed here |
| **Quality Definition** | Quality criteria against which the project will be measured goes here |
| **Major Deliverables:** | Key deliverables and route for achieving the project and specifying final outputs/deliverables from the project will be added under this heading |
| **Estimated**  **Timeframe:** | State the timeframes estimated for project completion. |
| **Estimated Budget:** | State here estimation of budget which is required to complete your project |
| **Constraints:** | Constraints that can limit the project e.g. time cost, quality etc. will be described here |
| **Assumptions:** | Assumptions about the project will be described under this heading |
| **Potential Risks:** | Most serious potential risks will be identified here |

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| **Section B** | **Structure/Personnel/Information Requirements** |
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| **Project Structure/**  **Personnel** | Outline here structure and personnel of your project |
| **Information**  **Requirements:** | Reporting mechanisms and communication system which will be used will identified under this heading |
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| **Section C** | Project Outline |
| **Section D** | Project Plan |