

PROJECT PROPOSAL TEMPLATE

INSTRUCTIONS: Download this form or create a similar one in a new document.

PROJECT PROPOSAL

Your Name:

The Organization:

Overview of the Situation/Problem:

The Opportunity:

What areas are you going to look into to gather data for later making recommendations to address the problem?

Audience Analysis:

To whom will you present your final project recommendations? What are the needs/concerns of this audience?

Key Stakeholders

Who will be affected by this proposal?

COMMUNICATIONS PLAN

Contact	Title	Contact Info	When to contact	Contact's needs/ Interests	Purpose in contacting/what you hope to learn
