## **BUSINESS PROJECT PROPOSAL TEMPLATE**

**OBJECTIVES** 

PROJECT TITLE				
SUBMITTED BY		PROJECT TYPE		
PHONE / EMAIL		TOTAL ESTIMATED BUDGET		
DATE OF PROPOSAL		VERSION NO.		
PROJECTED START DATE		PROJECTED COMPLETION DATE		
Provide Name, Title, Phone, and Email Ac	Provide Name, Title, Phone, and Email Address for each stakeholder below.			
PROJECT SPONSOR Commissions delivery	of and champions project; P	rovides vision and dir	ection; Accepts responsibility	
PROJECT MANAGER Confirms need for p	oroject and validates objective	es; Provides specs, m	onitoring, and overall delivery	
ADDITIONAL STAKEHOLDERS				
ADDITIONAL STAKEHOLDERS  STAKEHOLDER NAME	STAKEHOLDER	ROLE	CONTACT INFO	
	STAKEHOLDER	ROLE	CONTACT INFO	
	STAKEHOLDER	ROLE	CONTACT INFO	
	STAKEHOLDER	ROLE	CONTACT INFO	
	STAKEHOLDER	ROLE	CONTACT INFO	
	STAKEHOLDER	ROLE	CONTACT INFO	
	STAKEHOLDER	ROLE	CONTACT INFO	
STAKEHOLDER NAME	STAKEHOLDER	ROLE	CONTACT INFO	

BUSINESS JUSTIFICATION	
CASE FOR FAST TRACK	
DEPENDENCIES / RELATED PROJECTS	
TECHNOLOGY	
RISK OVERVIEW	

SCOPE OF PROJEC		
ASPECTS IMPACTED		
IN SCOPE		
OUT OF SCOPE		
DELIVERABLES		
TIMELINE / MILESTO	ONES	
OVERVIEW		
	MILESTONE	DEADLINE

STAFFING RESOURCES			
OVERVIEW			
FUNCTION	CAPABILITY REQUI	REMENTS	FTE
	PROJECT BUDGET / COST OVERVIEW		
		GRAND TOTAL	
RELATED DOCUMENTS			
FUNCTION	DESCRIPTION	FILE NAM	E / LOCATION / LINK

EXECUTIVE DECISION RECORD		
DATE	APPROVED BY	DECISION

Summary