

BUSINESS PROJECT PROPOSAL TEMPLATE

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 Address for each stakeholder below.

PROJECT SPONSOR Commissions delivery of and champions project; Provides vision and direction; Accepts responsibility		
PROJECT MANAGER Confirms need for project and validates objectives; Provides specs, monitoring, and overall delivery		
ADDITIONAL STAKEHOLDERS		
STAKEHOLDER NAME	STAKEHOLDER ROLE	CONTACT INFO

PROJECT OVERVIEW
SUMMARY
OBJECTIVES

BUSINESS JUSTIFICATION

CASE FOR FAST TRACK

DEPENDENCIES / RELATED PROJECTS

TECHNOLOGY

RISK OVERVIEW

SCOPE OF PROJECT	
ASPECTS IMPACTED	
IN SCOPE	
OUT OF SCOPE	
DELIVERABLES	

TIMELINE / MILESTONES	
OVERVIEW	
MILESTONE	DEADLINE

STAFFING RESOURCES

OVERVIEW

[illegible]

PROJECT BUDGET / COST OVERVIEW

GRAND TOTAL

RELATED DOCUMENTS

FUNCTION	DESCRIPTION	FILE NAME / LOCATION / LINK

EXECUTIVE DECISION RECORD		
DATE	APPROVED BY	DECISION

Summary