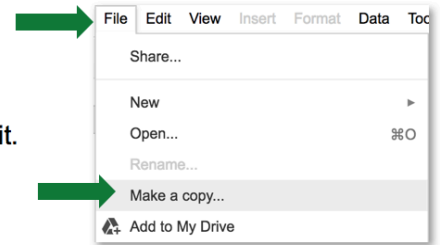


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# Project Proposal Template

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## PROJECT PROPOSAL TITLE

PREPARED FOR  
**Client Name**

PREPARED BY  
**Sender Name**

PROJECT TITLE			
SUBMITTED BY		PROJECT TYPE	
PHONE / EMAIL		TOTAL ESTIMATED BUDGET	
DATE OF PROPOSAL		VERSION NO.	
PROJECTED START DATE		PROJECTED COMPLETION DATE	

- I. PROJECT OVERVIEW
- II. WHY WE'RE THE BEST FIT
- III. NEEDS / ISSUES
- IV. GOALS
- V. SCOPE OF WORK
- VI. TIMELINE / MILESTONES
- VII. COST STRUCTURE
- VIII. STAFFING RESOURCES
- IX. MEASUREMENTS OF SUCCESS
- X. ENDORSEMENTS
- XI. NEXT STEPS
- XII. RELATED DOCUMENTS
- XIII. TERMS & CONDITIONS
- XIV. ACCEPTANCE OF PROPOSAL

I. PROJECT OVERVIEW

WHO WE ARE

YOUR NEEDS

OUR OBJECTIVES

COST + TIMELINE ESTIMATES

II. WHY WE'RE THE BEST FIT

ABOUT US

SERVICES

OUR TEAM

OUR WORK

III. NEEDS / ISSUES	
ONE	
NEED / ISSUE DESCRIPTION	
LENGTH OF TIME EXISTED	
PREVIOUSLY ADDRESSED?	
IF SO, WHAT WAS THE OUTCOME?	
IMPACT OF NEED / ISSUE	
ADDITIONAL INFO	
TWO	
NEED / ISSUE DESCRIPTION	
LENGTH OF TIME EXISTED	
PREVIOUSLY ADDRESSED?	
IF SO, WHAT WAS THE OUTCOME?	
IMPACT OF NEED / ISSUE	
ADDITIONAL INFO	
THREE	
NEED / ISSUE DESCRIPTION	
LENGTH OF TIME EXISTED	
PREVIOUSLY ADDRESSED?	
IF SO, WHAT WAS THE OUTCOME?	
IMPACT OF NEED / ISSUE	
ADDITIONAL INFO	
FOUR	
NEED / ISSUE DESCRIPTION	
LENGTH OF TIME EXISTED	
PREVIOUSLY ADDRESSED?	
IF SO, WHAT WAS THE OUTCOME?	
IMPACT OF NEED / ISSUE	
ADDITIONAL INFO	

IV. GOALS

GOAL DESCRIPTION	KEY BENEFITS

V. SCOPE OF WORK

VI. TIMELINE / MILESTONES

OVERVIEW			
	MILESTONE	START DATE	END DATE

VII. COST STRUCTURE

OVERVIEW		
	NEEDS / INVESTMENT	COST
ESTIMATE TOTAL		
PAYMENT TERMS		

VIII. STAFFING RESOURCES

OVERVIEW			
FUNCTION	CAPABILITY REQUIREMENTS	FTE	

IX. MEASUREMENTS OF SUCCESS

PROGRESS EVALUATION METHODS

REPORTING METHOD + SCHEDULE

X. ENDORSEMENTS

ENDORSED BY	COMPANY / AFFILIATION	PHONE / EMAIL / ADDRESS



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XI. NEXT STEPS

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XII. RELATED DOCUMENTS

FUNCTION	DESCRIPTION	FILE NAME / LOCATION / LINK

XIII. TERMS & CONDITIONS

PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF	

XIV. ACCEPTANCE OF PROPOSAL

AUTHORIZED CLIENT SIGNATURE		DATE OF ACCEPTANCE	
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