IT PROJECT PROPOSAL TEMPLATE

PROJECT TITLE					
SUBMITTED BY		SUBMITTED TO			
PHONE / EMAIL		RECEIVER PHONE / EMAIL			
DATE SUBMITTED		PROJECTED START DATE			
Provide Name, Titl	e, Phone, and Email Address for each stakehol	der below.			
PROJECT SPONSOR Commissions delivery of and champions project; Provides vision and direction; Accepts responsibility					
FUNDING SPONS	SOR Person / department obtaining budget require	d			
PROJECT OWNE	R Confirms need for project and validates objective	s; Provides specs, mo	nitoring, overall delivery		
DROPOSAL FACI	LITATOR Proposal preparation support				
PROPOSAL FACI	MIATOR Proposal preparation support				
ADDITIONAL STAKEHOLDERS					
ADDITIONAL STA	KEHOLDERS				
ADDITIONAL STA	STAKEHOLDER NAME		STAKEHOLDER ROLE		
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ADDITIONAL STA	STAKEHOLDER NAME	IND DESCRIPTION	STAKEHOLDER ROLE		
ADDITIONAL STA	STAKEHOLDER NAME	ND DESCRIPTION	STAKEHOLDER ROLE		

PURPOSE / GOALS			
ASSUMPTIONS			
MEASUREMENTS OF SUCCESS			
RISK FACTORS			
APPROACH			

SCOPE OF WORK				
FUNCTIONS / PROCESSES IMPACTED BY PROJECT				
IN SCOPE				
OUT OF SCOPE				
UNCERTAIN				
ONOLKIAM				
INTE	RDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS			
IN SCOPE				
OUT OF SCOPE				
UNCERTAIN				

TIMELINE / MILESTONES				
OVERVIEW				
MILESTONE DEADLINE				
	PROJECT COST AND RESOURCE ESTIMATE			
OVERVIEW				
	NEEDS / INVESTMENT	COST		
STAFFING - TECHNICAL				
STAFFING - FUNCTIONAL				
CONSULTATION				
TRAINING / DOCUMENTATION				
HARDWARE				
SOFTWARE				
OTHER				
	ESTIMATE TOTAL			

