

IT PROJECT PROPOSAL TEMPLATE

PROJECT TITLE			
SUBMITTED BY		SUBMITTED TO	
PHONE / EMAIL		RECEIVER PHONE / EMAIL	
DATE SUBMITTED		PROJECTED START 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	
FUNDING SPONSOR Person / department obtaining budget required	
PROJECT OWNER Confirms need for project and validates objectives; Provides specs, monitoring, overall delivery	
PROPOSAL FACILITATOR Proposal preparation support	
ADDITIONAL STAKEHOLDERS	
STAKEHOLDER NAME	STAKEHOLDER ROLE

	PROJECT NAME AND DESCRIPTION

PURPOSE / GOALS

ASSUMPTIONS

MEASUREMENTS OF SUCCESS

RISK FACTORS

APPROACH

SCOPE OF WORK	
FUNCTIONS / PROCESSES IMPACTED BY PROJECT	
IN SCOPE	
OUT OF SCOPE	
UNCERTAIN	
INTERDEPENDENCIES / 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	

