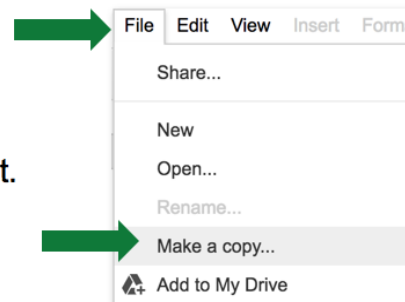


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# PROJECT PROPOSAL TEMPLATE for Google Docs SAMPLE

## District Park EV Stations

### PROJECT PROPOSAL

PREPARED FOR  
DISTRICT

PREPARED BY  
S. LI



## VERSION HISTORY

| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
|---------|-------------|---------------|-----------------------|--------|
|         |             |               |                       |        |
|         |             |               |                       |        |
|         |             |               |                       |        |
|         |             |               |                       |        |
|         |             |               |                       |        |

## PROPOSAL DETAILS

|                             |                                   |                                  |            |
|-----------------------------|-----------------------------------|----------------------------------|------------|
| <b>PROJECT TITLE</b>        | City Parks EV Stations            |                                  |            |
| <b>SUBMITTED BY</b>         | S. Li                             | <b>PROJECT TYPE</b>              |            |
| <b>PHONE / EMAIL</b>        | (###) ###-####/sli@positivecharge | <b>TOTAL ESTIMATED BUDGET</b>    | \$570,000  |
| <b>DATE OF PROPOSAL</b>     | 11/11/20XX                        | <b>VERSION NO.</b>               |            |
| <b>PROJECTED START DATE</b> | 01/09/20XX                        | <b>PROJECTED COMPLETION DATE</b> | 02/06/20XX |

|             |       |      |
|-------------|-------|------|
| PREPARED BY | TITLE | DATE |
|             |       |      |

## TABLE OF CONTENTS

|                                       |    |
|---------------------------------------|----|
| VERSION HISTORY.....                  | 2  |
| PROPOSAL DETAILS.....                 | 2  |
| 1. PROJECT OVERVIEW.....              | 4  |
| 1.1 WHO WE ARE.....                   | 4  |
| 1.2 YOUR NEEDS.....                   | 4  |
| 1.3 OUR OBJECTIVES.....               | 4  |
| 1.4 COST + TIMELINE ESTIMATES.....    | 4  |
| 2. WHY WE'RE THE BEST FIT.....        | 5  |
| 2.1 ABOUT US.....                     | 5  |
| 2.2 SERVICES.....                     | 5  |
| 2.3 OUR TEAM.....                     | 5  |
| 2.4 OUR WORK.....                     | 5  |
| 3. NEEDS AND ISSUES.....              | 6  |
| 4. GOALS.....                         | 7  |
| 5. SCOPE OF WORK.....                 | 7  |
| 6. DELIVERABLES.....                  | 8  |
| 7. TIMELINE / MILESTONES.....         | 8  |
| 8. COST STRUCTURE.....                | 9  |
| 8.1 PAYMENT TERMS.....                | 9  |
| 9. STAFFING RESOURCES.....            | 10 |
| 10. MEASUREMENTS OF SUCCESS.....      | 10 |
| 10.1 PROGRESS EVALUATION METHODS..... | 10 |
| 10.2 REPORTING METHOD + SCHEDULE..... | 10 |
| 11. ENDORSEMENTS.....                 | 11 |
| 12. NEXT STEPS.....                   | 11 |
| 13. RELATED DOCUMENTS.....            | 11 |
| 14. TERMS AND CONDITIONS.....         | 12 |
| 15. ACCEPTANCE OF PROPOSAL.....       | 12 |

## 1. PROJECT OVERVIEW

### 1.1 WHO WE ARE

Positive Charge is an EV charging station provider. Our EV charging stations are cost-effective, reliable, and environmentally sound. Our purpose is to reduce the impact of fossil fuel cars on our climate.

### 1.2 YOUR NEEDS

As part of your green economy plan and to qualify for federal funding, you need to install EV charging stations in your district parks.

### 1.3 OUR OBJECTIVES

We will install EV charging stations in all district parks.

### 1.4 COST + TIMELINE ESTIMATES

The project cost is estimated at \$570,000 with a four-week timeline.

## 2. WHY WE'RE THE BEST FIT

### 2.1 ABOUT US

Positive Charge has a ten-year record of production and customer satisfaction.

### 2.2 SERVICES

We design and manufacture EV charging stations. We provide installation services for numerous projects.

### 2.3 OUR TEAM

Our team is experienced and a majority of our employees and technicians have been with Positive Charge for over five years.

### 2.4 OUR WORK

Our work contributes to a green economy in an effort to boost investment in electronic vehicle charging.

### 3. NEEDS AND ISSUES

|                                     |                                                                                                                                 |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>NEED / ISSUE DESCRIPTION</b>     | The district needs publicly accessible and reliable charging stations in its parks.                                             |
| <b>LENGTH OF TIME EXISTED</b>       | This need has existed for seven years.                                                                                          |
| <b>PREVIOUSLY ADDRESSED?</b>        | N/A                                                                                                                             |
| <b>IF SO, WHAT WAS THE OUTCOME?</b> | N/A                                                                                                                             |
| <b>IMPACT OF NEED / ISSUE</b>       | This need minimizes the benefits of a city-wide green initiative and prevents the district from qualifying for federal funding. |
| <b>ADDITIONAL INFO</b>              |                                                                                                                                 |

|                                     |  |
|-------------------------------------|--|
| <b>NEED / ISSUE DESCRIPTION</b>     |  |
| <b>LENGTH OF TIME EXISTED</b>       |  |
| <b>PREVIOUSLY ADDRESSED?</b>        |  |
| <b>IF SO, WHAT WAS THE OUTCOME?</b> |  |
| <b>IMPACT OF NEED / ISSUE</b>       |  |
| <b>ADDITIONAL INFO</b>              |  |

|                                     |  |
|-------------------------------------|--|
| <b>NEED / ISSUE DESCRIPTION</b>     |  |
| <b>LENGTH OF TIME EXISTED</b>       |  |
| <b>PREVIOUSLY ADDRESSED?</b>        |  |
| <b>IF SO, WHAT WAS THE OUTCOME?</b> |  |
| <b>IMPACT OF NEED / ISSUE</b>       |  |
| <b>ADDITIONAL INFO</b>              |  |

## 4. GOALS

| GOAL DESCRIPTION                                                                 | KEY BENEFITS                                  |
|----------------------------------------------------------------------------------|-----------------------------------------------|
| EV charging station installation.                                                | Cost efficiency and less environmental impact |
| Monitoring and testing charging station performance during the project timeline. | Quality control and safety                    |
|                                                                                  |                                               |
|                                                                                  |                                               |
|                                                                                  |                                               |

## 5. SCOPE OF WORK

District park permits, power relay, wire-to-wire connections, and charging station installation

## 6. DELIVERABLES

| DESCRIPTION                                         | NOTES |
|-----------------------------------------------------|-------|
| EV charging stations in all of the district's parks |       |
|                                                     |       |
|                                                     |       |
|                                                     |       |
|                                                     |       |

## 7. TIMELINE / MILESTONES

|                                                                                 |
|---------------------------------------------------------------------------------|
| Overview ...                                                                    |
| EV charging station installations will be completed by the February 6 end date. |

| MILESTONE                                                       | START DATE | END DATE   |
|-----------------------------------------------------------------|------------|------------|
| Charging station installation and testing at all district parks | January 9  | February 6 |
|                                                                 |            |            |
|                                                                 |            |            |
|                                                                 |            |            |
|                                                                 |            |            |

8. COST STRUCTURE

Overview ...

| NEEDS / INVESTMENT   | ESTIMATED COST |
|----------------------|----------------|
| EV charging stations | \$500,000      |
| Labor                | \$50,000       |
| Miscellaneous costs  | \$20,000       |
|                      |                |
|                      |                |
|                      |                |
|                      |                |
| ESTIMATE TOTAL       | \$570,000      |

8.1 PAYMENT TERMS

Terms are 40% due at the project start date with the remaining 60% due at the end date.

## 9. STAFFING RESOURCES

Overview ...

| FUNCTION | CAPABILITY REQUIREMENTS | FTE |
|----------|-------------------------|-----|
|          |                         |     |
|          |                         |     |
|          |                         |     |
|          |                         |     |

## 10. MEASUREMENTS OF SUCCESS

### 10.1 PROGRESS EVALUATION METHODS

|  |
|--|
|  |
|--|

### 10.2 REPORTING METHOD + SCHEDULE

|  |
|--|
|  |
|--|

## 11. ENDORSEMENTS

| ENDORSED BY | COMPANY / AFFILIATION | PHONE / EMAIL / ADDRESS |
|-------------|-----------------------|-------------------------|
|             |                       |                         |
|             |                       |                         |
|             |                       |                         |
|             |                       |                         |

## 12. NEXT STEPS

|  |
|--|
|  |
|--|

## 13. RELATED DOCUMENTS

| FUNCTION | DESCRIPTION | FILE NAME / LOCATION / LINK |
|----------|-------------|-----------------------------|
|          |             |                             |
|          |             |                             |
|          |             |                             |
|          |             |                             |

## 14. TERMS AND CONDITIONS

|  |
|--|
|  |
|--|

|                                                      |  |
|------------------------------------------------------|--|
| PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF |  |
|------------------------------------------------------|--|

## 15. ACCEPTANCE OF PROPOSAL

|                                |  |                       |  |
|--------------------------------|--|-----------------------|--|
| AUTHORIZED<br>CLIENT SIGNATURE |  | DATE OF<br>ACCEPTANCE |  |
|--------------------------------|--|-----------------------|--|

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