

Project Name

Project Proposal

Date

Organization Name

Project Overview	How:		
	When:		
	Who:		
Why Is the Project Necessary?			
Objective			
Our Organization			
Phases of Work & Desired Outcome			
Monitoring Measurements of Success & Evaluation			
Timeline			
Phase	Task	Start & End Dates	
Project Budget / Cost Overview			
Item	Description	Cost	
	Grand Total		

Contact Information	
Name of Director	
Project Manager	
Address	
Phone	
Email	