Project Proposal

**Project Details**

Project:

Project Sponsor:

Project Manager:

Proposed project start date:

**Document Details**

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| Version | Modifications | Author | Date |
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**Executive Summary**

This section will include an executive summary, summarising the entire document by describing the project background, the visions, goals and timeframes.

Outline the following:

* The history, requirements and the proposed solution upon project completion
* The visions, goals and timeframes of the project
* Resources, budget and success criteria.

**Background**

History

This section will provide a summarised history of the organisation. Describing all organisation history, relevant to the project. It will give a basis of why the project is being created.

Requirements

This section will include the reason the project is being initiated. This could include the following:

* Business problems
* Business opportunities

Solution

This section will describe the solution to the problem or opportunity. Make sure to clarify the following:

* Purpose of the solution
* Scope
* The project approach

**Proposal**

Project Visions and Goals

This section will provide the project visions and goals. To do this, first state a vision, then list the goals which relate to your vision. Remember to link the business problems or opportunities into the visions and goals if possible. Ideally they should be ‘SMART’.

Deliverables

This section will list the deliverables that are going to be produced during completion of the project. Try to do this in as much detail as possible.

This can be presented in the following format:

|  |  |  |
| --- | --- | --- |
| Deliverable | Description | Notes |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Timeframe

This section will specify the timeframe for delivering the project. It should describe what the timeframe is and why it is important to deliver the project in this timeframe.

Here you can also include an initial project plan, which might look something like this:

Alternatively you can include a note on where the initial project plan can be found.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Duration** | **January** | | | | **February** | | | |
| 07/01/13 | 14/01/13 | 21/01/13 | 28/01/13 | 04/02/13 | 11/08/13 | 18/02/13 | 25/02/13 |
| Phase | 15 days |  | | | | | | | |
| Task 'A' | 5 |  | | | | | | | |
| Task 'B' | 4 |  | | | | | | | |
| Task 'C' | 5 |  | | | | | | | |
| Task 'D' | 2 |  | | | | | | | |
| Task 'E' | 4 |  | | | | | | | |
|  |  |  | | | | | | | |
| Phase | 30 days |  | | | | | | | |
| Task 'A' | 18 |  | | | | | | | |
| Task 'B' | 5 |  | | | | | | | |
| Task 'C' | 10 |  | | | | | | | |

Resources

This section should include the resources needed to complete the project. It may be presented in the following format:

|  |  |  |
| --- | --- | --- |
| Resource | Quantity | Notes |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Budget

This section should include an estimation of the project budget, including contingency and additional costs that might need to be factored in.

This can also include the Return on Investment for the business is this is known at this stage.

Ownership

This section needs to make clear who owns the delivery of the project, who the project is being delivered for and who needs to be kept informed on the projects progress during its lifecycle.

This may be presented in the following format:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Role | Email | Mobile | Office Number |
|  |  |  |  |  |
|  |  |  |  |  |
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Reporting

This section will describe how the status of the project is going to be communicated to all project stakeholders. For instance, meetings, reports, project dashboard, etc.

Risks and Issues

This section is used to display the known risks and issues.

It may be presented in this format:

|  |  |  |
| --- | --- | --- |
| Risk | Details | Likelihood |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Issue | Details | Likelihood |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Implications

This section will include the implications as a result of not delivering the project. Ideally this would include quantifying the cost to the business.

Success Criteria

This section will include how the project’s success is defined, this could include:

* On time and to budget
* To quality
* Business problem has been erased
* Business opportunity has been realised.

**Authorisation**

This section is where the Project Sponsor will authorise the initiation of the project.