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| --- | --- |
| Project Title |  |
| Submitted By:  |  | Project Type: |  |
| Contact Info: |  | Estimated Budget: |  |
| Proposal Date: |  | Version No.: |  |
| Start Date: |  | Completion Date: |  |
| Project Manager: |  |
| Stakeholders: |
| Stakeholder Name | Stakeholder Role | Contact Info |
|  |  |  |
|  |  |  |
| Project Description |
| Summary |
|  |
| Objectives |
|  |
| Business Justification |
|  |
| Risk Overview |
|  |
| Project Scope |
| In Scope |  |
| Out of Scope |  |
| Deliverables |
| Description | Date |
|  |  |
|  |  |
| Timeline |
| Milestone | Deadline |
|  |  |
|  |  |
| Staffing Resources |
| Function | Requirements | Description |
|  |  |  |
|  |  |  |
| Cost Overview |
|  |
| Grand Total: |  |
| Proposal Approved By |
| Date | Approved By | Decision |
|  |  |  |
|  |  |  |