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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 | | |
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|  | | |  | |  | | |
| Project Description | | | | | | | |
| Summary | | | | | | | |
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| 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 | | |
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