

Project Team

Seneca Insurance Co.
Project Proposal

Budgets: Equipment
and Services

Work Breakdown
Structure

Project Team

Project Plan for Team Synergy

Student Name	Responsibility
Tim McKenna	<ul style="list-style-type: none"> • draft proposal, Deliverable #1 planning <ul style="list-style-type: none"> ◦ posts Project Plan to Portfolio ◦ sends Snapshot to team and professor • draft project details, Deliverable #2 <ul style="list-style-type: none"> ◦ Project Proposal ◦ Budget costs of equipment and services ◦ Work Breakdown Structure, time line, assigned responsibilities • Completes final version of Project Proposal <ul style="list-style-type: none"> ◦ Send Office/365 file(s) to team members • posts final content to Portfolio <ul style="list-style-type: none"> ◦ submits assignment to Blackboard ◦ sends Snapshot to team and professor
Samual Spade	<ul style="list-style-type: none"> • draft proposal, Deliverable #1 planning • draft project details, Deliverable #2 <ul style="list-style-type: none"> ◦ Project Proposal ◦ Budget costs of equipment and services ◦ Work Breakdown Structure, time line, assigned responsibilities • Completes final version of Budget costs <ul style="list-style-type: none"> ◦ Send Office/365 file(s) to team members ◦ Delivers to Tim in time for posting to Portfolio
Miryam Augusta	<ul style="list-style-type: none"> • draft proposal, Deliverable #1 planning • draft project details, Deliverable #2 <ul style="list-style-type: none"> ◦ Project Proposal ◦ Budget costs of equipment and services ◦ Work Breakdown Structure, time line, assigned responsibilities • Completes final version of Budget costs <ul style="list-style-type: none"> ◦ Send Office/365 file(s) to team members ◦ Delivers to Tim in time for posting to Portfolio

Sign off

CPR101 Final Assignment Signoff

We declare that the submitted assignment is our own work in accordance with Seneca Academic Policy. This assignment was neither received from nor distributed to other students. Any ideas, images, or text in this assignment which were obtained from outside sources (such as web sites) has been clearly quoted, cited, and referenced.

Registered Student Name	UserID@mySeneca.ca	Student Number

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Seneca Insurance Co. Project Proposal

Proposal Details

Project Proposal: [Name of Project]

Background

[Why is the project being undertaken? Describe an opportunity or problem that the project is to address.]

Business Objectives (problems to be solved, benefits to be gained)

- [specific & measurable objective 1]
- [specific & measurable objective 2]
- [specific & measurable objective 3]

Scope

[A summary of the products and/or services that will be delivered by this proposal. This includes a high-level list of the features and functions needed to satisfy the project's business objectives. Any additional products and/or services this proposal depends upon, but are outside this proposal's scope, should be clearly stated as necessary conditions for success. The statement of scope should clearly outline the work to be accomplished by the provider of this proposal. Project Management is primarily concerned with defining and controlling what is and is not included in the project as per the scope statement.]

Monitoring and Evaluation

[Define project stages and milestones. Describe how progress will be evaluated throughout and at the end of the project. Formulate clear indicators for objectives and result.]

Timeframe

	Description of Work	Start and End Dates
Stage One
Stage Two

Project Budget Summary

	Description of Work	Anticipated Costs
Stage One
Stage Two
	Total	\$ 0.00

Key Stakeholders

Client	Seneca Insurance Company
Sponsor	Your CPR101 Instructor
Project manager	[name]

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Seneca Insurance Co.
Project Proposal

Budgets: Equipment
and Services

Work Breakdown
Structure

Budgets: Equipment and Services

Equipment: Server and Desktops

Services: Installation and Deployment

Project Team

Seneca Insurance Co.
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Budgets: Equipment
and Services

Work Breakdown
Structure

Work Breakdown Structure

WBS details with estimated hours and work plan

WBS tasks with estimated hours, calendar duration, and task assignments to project personnel