**Project Proposal: [Name of Project]**

**Background**   
[Why is the project being undertaken? Describe the opportunities and/or problems that the project is to address. What are the project's business objectives?]   
  
**Business Objectives (benefits to be gained)**

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

**Statement of 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 Summary**

|  |  |  |
| --- | --- | --- |
|  | 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] |