**NEW PROJECT PROPOSAL**

# *PROJECT #:*

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**Indicate date, its role, its name, action on the document (creation or modification) and version number of the document.**

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| **aaaaa** | **eeeee** |

**Summary**

**Project Type: ${project\_type}**

**Date of Proposal:**

**Project Sponsor:** 

**Project manager:**

**Estimated duration:**

**Finish date:**

**Estimated Total Budget:**

**Presenter:**

**I- Project Objectives:**

**Description of the product or service to be offered to the market.** 

**II- Business Justification:**

**Why should we start with this project?**   
**What opportunities do we lose by not doing so?** 

**III- Main Market or Users:**

**Who will be the main consumers of the product or service?**

**IV- Related projects:**

**What other related projects do we have in our portfolio?**

**V- Scope:**

**What is included in the scope of this proposal?**

**VI- Exclusions:**

**What is NOT included on this proposal?**

**VII- Milestones:**

**Indicate the basic milestones that should be included in the project**

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| --- | --- | --- |
| **Milestone Name** | **End Date** | **Comments** |
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**VIII- Deliverables:**

**What deliverables should we include?**

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| --- | --- | --- | --- |
| **Phase** | **Deliverable Name** | **Delivery Date** | **Comments** |
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**IX- Required Resources:**

**What resources and what kind of them will we need?** 

***Amounts in USD (United States Dollars)***

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| --- | --- | --- | --- | --- | --- | --- |
| **Role, Function, Service or Materials Required** | | **QTY** | | **Average cost**  **Unitary** | | **Estimated cost** |
|  |  | |  | | (qty \* av. cost) | |
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**TOTAL:**

**X- Recognized Risks:**

**Indicate the known risks.**

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| --- | --- | --- | --- |
| **Description** | **Probability of Occurrence**  **(1 = Low 2 = Medium 3 = High)** | **Impact**  **(1 = Low 2 = Medium 3 = High)** | **Comments** |
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**XI- Decisions taken based on the presented proposal:**

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| --- | --- | --- | --- |
| **Date** | **Decision (1= Continue Analysis 2 = Pause 3 = Discard it)** | **Comments** | **Date** |
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