Project Proposal

R&D Client Portfolio Management

Team:

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Client:

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Date: 2/8/2023

Version:

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1. Summary
   1. Terms reference
   2. Business Goals
2. Rationale
   1. Opportunities
   2. Issues
3. Project Scope

3.1 High-level requirements

list high-level functional and non-functional requirements in a semi formal Grammar

identify technical infrastructure and skills required

3.2. Characteristics (list the application should do)

4. Methodology

4.1Process

4.2. Group Meeting (how the team communicates)

4.3. Risk management (how to reduce risk)

5. Project Plan

5.1. Project Analysis

What method choose as the project sprint. The duration of the sprint.

5.2. Project Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Duration | Start | Finish |
| Project Proposal |  |  |  |

5.3. Milestones

|  |  |  |
| --- | --- | --- |
| Milestone | Date | Status |
|  |  |  |

6. Skills Analysis

6.1Personal skills

7. Cost analysis

8. Appendix

8.1. Disclaimer

