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

**Project Team: [**MS Team name which includes reference to CP4P course number's section code ***XYY*** and Blackboard **group number]**

**Current State of Business Operations**  
[Why is the project being undertaken? Describe the opportunities and/or problems that the project is to address. What are the client's [pain points](https://www.wordstream.com/blog/ws/2018/02/28/pain-points)? Some affect their company internally and some affect their customers. What takes up the most time in their employees' day? Why can't they improve their customer service in their current business environment? What is their business trying to accomplish but cannot?]   
  
**Business Goals and Benefits Sought**

[A series of specific & measurable goals describing a beneficial result to the client's business which addresses a problem described in their current state of operations. Are all the problems in the case study addressed by these goals and benefits? ==> Focus on operational improvements enabled by item(s) in the Scope. “Increase sales” or “improve productivity” are vague ‘motherhoods’ -- feel-good, generic, high-level, uncontroversial aims that are effectively ‘well, duh’ and meaningless if they have no means of realisation.]

**Statement of Scope**   
[The statement of scope should clearly outline the work to be accomplished by the provider of this proposal. It is a summary of the products and/or services to be delivered– the work your team will do to enable the Business Goals and Benefits. The Scope describes *what* will be done; details of *how* it is done are found in the WBS and Budget. Any additional products and/or services this proposal depends upon but are outside this proposal’s scope (work your team will not do), should be clearly stated as necessary conditions for success. Project Management is concerned with defining and controlling what is and is not included in the project as per the Scope statement. ]

**Monitoring and Controlling**[The client expects you to tell them how long the project will take. As part of Monitoring and Control, map out the schedule of calendar days based on the hours needed from the WBS divided by the resources and personnel available.

Describe how your team's accomplishment of tasks in the WBS will be evaluated throughout and at the end of the project. How will you ensure the Scope is delivering value and quality within the PM Triangle or Triple Constraint of Cost/Resources, Schedule/Time, Scope/Features?]

**Project Stages and Milestones**

[Define project stages and milestones. What will the client see that indicates progress in completing the Scope?  
The number of stages is determined by the dependencies in the [WBS](https://en.wikipedia.org/wiki/Work_breakdown_structure). Stage 1 is the work which must be completed before stage 2 can begin, stage 3 is work that cannot start until the work in stage 2 is done. There are no proscribed number of stages. A [Gantt chart](https://en.wikipedia.org/wiki/Gantt_chart) is a useful tool to accomplish this; the linked article suggests a method of estimating.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Description of Work [relates to a major portion of Scope] | Start and End Dates | Hardware Costs | Services Costs |
| Stage *a* | … | … | … |  |
| Stage *b* | … | … | … |  |
| Stage c | … | … |  |  |
| Stage … *n* | … | … |  |  |
|  |  |  | **Total $ 0.00** | **Total $ 0.00** |

**Key Stakeholders**

|  |  |
| --- | --- |
| Client | *Client name* |
| Sponsor | *Your Instructor* |
| Team Members | *[names, beginning with Project Manager]* |