

Project Proposal Template

Project Description

Briefly identify a challenge in the accounting practice (or other business area) that you are hoping to propose a solution to. To help identify this challenge, consider, for example, a repetitive task in your workplace that you're tired of doing or a process that could be made more efficient. This challenge should allow you to apply what you have learned from this and previous courses in data analytics, data visualization, data governance, and/or business intelligence.

Provide a brief description of your proposed solution (for example, a new tool, process, methodology or data product that would address the challenge identified) – note: this is the basis of your project. Describe if the proposed solution/process is industry-specific, specific to your client or organization, or could be applied across numerous industries and companies.

Purpose

In this section, describe the opportunity, needs or challenge that this project will address. Include stakeholders and any background material on the reasons why the project needs have arisen.

Benefits/Outcomes

In this section, describe how the outcomes of this project will generate benefits for your organization, client, or industry. If it is client-specific, please explain how the process will benefit other sectors. Provide a brief estimate of the return on investment for the proposal. You might use a benefits dependency network diagram to support your argument

Risks and Obstacles

This section briefly describes the risks and obstacles of implementing this project for your client, your organization, or your industry.

Considerations

In this section, provide any other applicable information that is not already identified in the sections above. This may include the project considerations and approach, other organizational activities that are aligned with this initiative, software and system integration requirements, timing, limitations, assumptions, restrictions, or anything else found to be relevant to assess the proposal quantitatively and qualitatively.