[Date], [Organization Name]

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

**Background**

[Why is the project being undertaken? Describe an opportunity or problem that the project is to address.]

**Objectives**

· [specific & measurable objective 1]

· [specific & measurable objective 2]

· [specific & measurable objective 3]

**Scope**

[What will be the end result of the project? Describe what phases of work will be undertaken.]

**Timeframe**

|  | Task | Start and End Dates |
| --- | --- | --- |
| Phase One | … | … |
| Phase Two | … | … |
| Phase Three | … | … |

**Project Budget**[Describe the main project expenses: non-recurring & monthly recurring.]

**Key Stakeholders**

| Client | [name] |
| --- | --- |
| Sponsor | [name] |
| Project manager | [name] |

**Monitoring and Evaluation**

[Describe how progress will be evaluated throughout and at the end of the project. Formulate clear indicators for setting goals and measuring results.]

**Approval Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Name], Project Client |  | [Name], Project Sponsor |  | [Name], Project Manager |

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