

APPENDIX 47 – PROJECT PROPOSAL FORM / BUSINESS CASE

Exercise: You are required to create a proposal for a project you intend to embark. You should identify a problem around your location, state, province and come up with plans to solve this problem. Project subject can range from cosmetics, automobile, sport, education, healthcare, fashion, environment, climate, construction, people, lifestyle, travels/vacations, animals, water, food, plants, electricity, politics, religion etc.

This proposal make up 40% of your course requirement.

Executive Summary <i>(Summary should not be less or more than 100 words)</i>	Give a summary of the entire report here in such a way that your reader or prospective client can read and quickly understand everything about the entire project. (10points)
Introduction <i>(Introduction should not be less or more than 200 words)</i>	You are required to give a background of what the project is all about, the reason you choose this project, what influenced your decision and why you think this project will give a solution. (5points)
Statement of Problem/Needs <i>(State of the Problem should not be more or less than 100 words)</i>	Give a brief description of the problem(s) you want this project proposal to solve. It is always recommended that your team create a slogan/maxim/statement of the problem so it can stick in the mind of your reader or prospective client. (5points)
Objectives <i>(Provide 6 benefits of this project to the problem in not more or less than 100 words).</i>	State why this project should be taken serious, identify problems and tell us how this project will solve the statement of problems. (3points)
Methods/Activities <i>(Method/Activities should not be more or less than 200 words).</i>	What strategies do you intend to use to achieve your project objectives. Create methods that will convince your reader or prospective client that your strategies will work. (5points)
Resources <i>(Explanation should not be less or more than 150 words)</i>	What resources do you need for this project? People, equipments, funding, software, skills etc. How will these resources interact to achieve the project methods/activities? (5points)
Schedule <i>(Schedule should not be more or less than 200 words).</i>	Explain when the project will start, how long it will last, when it will end. Create a timetable that captures the activities and resources of the project. And tell us how they will relate with each other all through the project timeline. (5points)
Justification <i>(Should not be more or less than 100 words)</i>	Will this project be reasonable and will objectives bring improvement to the problems? (5points)
Budget <i>(Budget should not be more or less than 200 words)</i>	What is the amount you need for this project? How do you intend to source for the funds and tell us how the funds put in will benefit the project? (3points)
Measurement <i>(Measurements should not be more or less than 100 words)</i>	How regular will you inspect this project, what will you do when the project activities fail to go as planned, what changes will you make as the project progresses. (4points)
Approval	Your Name and Signature