

[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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