[Project title]

project proposal

## Project Background and Description

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| --- | --- |
|  | Describe how this project came about, who is involved, and the purpose.  **Project detail? What it is about?** |

## Project Scope

|  |  |
| --- | --- |
|  | Project scope defines the boundaries of a project. Think of the scope as an imaginary box that will enclose all the project elements/activities. It not only defines what you are doing (what goes into the box), but it sets limits for what will not be done as part of the project (what doesn’t fit in the box). Scope answers questions including what will be done, what won’t be done, and what the result will look like.  **Scope means what your project will DO and what will NOT DO?** |

## High-Level Requirements

|  |  |
| --- | --- |
|  | Describe the high level requirements for the project. For example: |

The new system must include the following:

* Ability to allow both internal and external users to access the application without downloading any software
* Ability to interface with the existing data warehouse application
* Ability to incorporate automated routing and notifications based on business rules

## Deliverables

|  |  |
| --- | --- |
|  | List agencies, stakeholders or divisions which will be impacted by this project and describe how they will be affected by the project.  **What system you will deliver? Any documentation? Any other user manuals?**  **Any source code and power point presentation?** |

## Implementation Plan

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| --- | --- |
|  | Include recommendations that lead to your proposed solution. Summarize what you’re proposing to do and how you’re going to meet the goals. You’ll be able to expand on the details within the ‘Our Proposal’ section.  **What tools and technology you will use to design and develop the application? How you will design your system?** |

## High-Level Timeline/Schedule

|  |  |
| --- | --- |
|  | Describe what the high level timeline/schedule will be to plan, design, develop and deploy the project. Generally, by when do you expect this project to be finished?  **Project Timeline? When you plan to complete which feature of the system?** |