**Stage 2 to 4 - Austin AI Alliance Project Proposal Template**

**Project Title:**[Project Name]

**Project Lead:**Name: [Your Name]  
Contact Information: [Email, Phone]

**Proposed Customer:**Name: [Company/Individual]  
Role: [Potential Customer]

**Proposed Sponsors (If there is funding) (optional):**Name: [Company/Individual]  
Role: [Potential Backer/Customer]

**Target Completion Date for Initial Phase:**[Year and Quarter]

### Stage 2: Detailed Planning (Complete after Stage 1 Approval)

* **Revisions to Stage 1 Inputs:**[List any revisions made to Stage 1 inputs]
* **Roles & Responsibilities:**
  + **Project Director(s):** [Names/roles]
  + **Project Manager(s):** [Names/roles]
  + **Other Roles:** [Names/roles]
* **Methodology:**[Description of methods and approaches to be used]
* **Resources:**
  + **Available:** [List of members or external resources available]
  + **Needed:** [List of required resources, including funding, tools, and personnel]
* **Timeline, Milestones, Deliverables, and KPIs:**[Detailed timeline with key milestones and deliverables]
* **Feasibility and Risk Assessment:**[Identify potential risks and mitigation strategies]
* **Next Steps and Kickoff Meeting:**[Outline of next steps and details for the kickoff meeting]

**Submit for Approval**Get approval from the board and move to Stage 3.

### Stage 3: Execution and Monitoring

* **Begin Project Execution:**Start work according to the approved plan.
* **Monitor Project:**Regularly track progress against the plan:
  + **Timeline and Milestones:** [Track progress against established timelines]
  + **KPIs:** [Monitor key performance indicators]
  + **Deliverables:** [Ensure timely completion of deliverables]
* **Provide Regular Updates:**Keep stakeholders and the review board informed with regular updates.
* **Communicate about the Project:**Plan for regular communication updates on progress.

**Submit for Approval**Get approval from the board and move to Stage 4.

### Stage 4: Completion and Review

* **Complete Project:**Finalize all project deliverables.
* **Conduct Final Review:**
  + Evaluate project outcomes against initial objectives.
  + Evaluate impact of deliverables against mission, visions, and objectives.
* **Document Lessons Learned:**Record best practices and lessons learned for future projects.
* **Share Outcomes:**Communicate the results and impact of the project to all stakeholders.

**Review and Approval**

**Preliminary Review Feedback (Stage 1):**

* [Feedback from the project review board]

**Final Review Feedback (Stage 2):**

* [Detailed feedback from the final review]

**Approval Status:**

* Stage 1: [Approved/Needs Revision]
* Stage 2: [Approved/Needs Revision]

**Signatures:**

* Project Lead: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_
* Project Review Board Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_