**PROJECT PROPOSAL**

**CLIENTS**

Client One[[1]](#footnote-2), Client Two[[2]](#footnote-3)

**RECEIVED BY**

CUBE Staff

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT NAME |  | | |
| EST. START DATE |  | EST. FINISH DATE |  |
| SUBMITTED TO |  | DEPARTMENT |  |
| CONTACT NAME |  | ADDRESS |  |
| PHONE |  |
| EMAIL |  |

|  |  |  |  |
| --- | --- | --- | --- |
| SUBMITTED BY |  | DEPARTMENT |  |
| CONTACT NAME |  | ADDRESS |  |
| PHONE |  |
| EMAIL |  |

|  |
| --- |
| PROJECT OVERVIEW |
|  |
| PURPOSE / GOALS |
|  |

|  |
| --- |
| OBSTACLES |
|  |
| HARDWARE COMPATIBILITY |
|  |
| SOFTWARE EMPLOYED |
|  |
| Estimated hours/week |
|  |

|  |  |  |
| --- | --- | --- |
| COST STRUCTURE | | |
| OVERVIEW |  | |
| NEEDS / INVESTMENT | | COST |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| ESTIMATE TOTAL | |  |
| FUNDING SOURCE | | |
|  | | |

|  |  |
| --- | --- |
| TERMS & CONDITIONS | |
|  | |
| PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ACCEPTANCE OF PROPOSAL | | | |
| PROJECT AUTHORIZATION |  | DATE OF ACCEPTANCE |  |

1. Client One’s Department [↑](#footnote-ref-2)
2. Client Two’s Department [↑](#footnote-ref-3)