

# BUSINESS PROJECT PROPOSAL TEMPLATE

PROJECT TITLE			
SUBMITTED BY		PROJECT TYPE	
PHONE / EMAIL		TOTAL ESTIMATED BUDGET	
DATE OF PROPOSAL		VERSION NO.	
PROJECTED START DATE		PROJECTED COMPLETION DATE	

Provide Name, Title, Phone, and Email Address for each stakeholder below.

PROJECT SPONSOR    Commissions delivery of and champions project; Provides vision and direction; Accepts responsibility		
PROJECT MANAGER    Confirms need for project and validates objectives; Provides specs, monitoring, and overall delivery		
ADDITIONAL STAKEHOLDERS		
STAKEHOLDER NAME	STAKEHOLDER ROLE	CONTACT INFO

PROJECT OVERVIEW
SUMMARY
OBJECTIVES

**BUSINESS JUSTIFICATION**

**CASE FOR FAST TRACK**

**DEPENDENCIES / RELATED PROJECTS**

**TECHNOLOGY**

**RISK OVERVIEW**



STAFFING RESOURCES		
OVERVIEW		
FUNCTION	CAPABILITY REQUIREMENTS	FTE

PROJECT BUDGET / COST OVERVIEW	
GRAND TOTAL	

RELATED DOCUMENTS		
FUNCTION	DESCRIPTION	FILE NAME / LOCATION / LINK

EXECUTIVE DECISION RECORD		
DATE	APPROVED BY	DECISION

## **DISCLAIMER**

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