

[Project Name] Project Proposal

Project Manager: [Name]

Sponsor: [Name]

Prepared by: <names>

Revision History

Revision date	Revised by	Approved by	Description of change

Project Goal

Problem/Opportunity Definition

Proposed Solution

Project Selection & Ranking Criteria

Project benefit category:

- Compliance/Regulatory Efficiency/Cost reduction Revenue increase

Portfolio fit and interdependencies

Project urgency

Cost/Benefit Analysis

Tangible Benefits

Benefit

Value & Probability

Assumptions Driving Value

Intangible Benefits

Benefit

Value & Probability

Assumptions Driving Value

Cost Categories

Amount

Internal Labor hours

External costs

Labor (consultants, contract labor)

Equipment, hardware or software

List other costs such as travel & training

Financial Return

Business Requirements

- 1.
- 2.

Scope

Major project activities

- 1.
- 2.
- 3.

Out of scope activities that are critical to the success of the project

Major Obstacles

- 1.
- 2.

Risks

- 1.
- 2.

Schedule Overview

Estimated Project Completion Date: [mm/dd/yy]

Major Milestones

[Milestone] mm/dd/yy

[Milestone] mm/dd/yy

External Milestones Affecting the Project

[Milestone] mm/dd/yy

[Milestone] mm/dd/yy

Impact of Late Delivery