Proposal for [project/initiative]

# Executive Summary

*Provide a high-level summary of this document.*

# Purpose and Justification

*Describe the business need for the project/initiative (the Project Management Institute (PMI) advises that business need may be based on market demand, organizational need, customer request, technological advance, legal requirement/government regulation, ecological impact or social need). Describe the characteristics of the service the project will be undertaken to provide. Document the relationship between the service and the stated business need. Relate the project/initiative to at least one of the organization’s goals or an enterprise-wide strategic plan.*

# Objectives and Success Criteria

*List the measurable objectives and corresponding success criteria for the project/initiative in business terms.*

# Requirements

*Describe the high-level requirements for the product, service, or other result of the project.*

# Description

*Provide a high-level project description.*

## Stakeholders

*List the constituent groups affected by the project/initiative.*

## Deliverables

*List the key deliverables to be developed as part of the project/initiative.*

## Benefits

*List the benefits of undertaking the project/initiative.*

## Assumptions

*Describe the assumptions associated with the project/initiative.*

## Constraints

*Describe the constraints associated with the project/initiative.*

## Dependencies

*Describe any other projects/initiatives or services that could impact the project/initiative.*

## Exclusions

*Describe anything that will explicitly not be within scope of the project/initiative.*

# Risks

*List the risks associated with the project/initiative. For each risk, describe mitigation strategies that could be used to minimize the risk.*

# Summary Milestone Schedule

*Provide a high-level schedule for the project, indicating any significant milestones.*

# Summary Budget

*Estimate the budget allocated to the project, if any. Summarize any known costs (hardware, software, etc.).*

# Project Approval Requirements

*Articulate what constitutes project success, who decides the project is successful, and who signs off on the project).*

# Assigned Project Manager

*Indicate the PM assigned to the project, and describe their responsibility and authority level.*

# Sponsor(s)

*Indicate the individual who will authorize the undertaking of this project/initiative sponsor(s) and their authority level.*