

1-Page Project Proposal Template Example

PROJECT TITLE	City Parks EV Charging Stations		
SUBMITTED BY	S. Li	DATE OF SUBMISSION	11/11/20XX

EXECUTIVE SUMMARY	<p>The City Parks Department wants to install electric vehicle charging stations in the four largest public parks. We build, install, and maintain reliable EV charging stations at competitive prices. Positive Charge is the right choice for this project.</p> <p>Citizens can charge their electric vehicles free of Charge at these five City parks.</p>
BACKGROUND	Positive Charge is environmentally conscious and innovative, with a proven reputation for service and reliability. We offer charging stations at a reduced price for city parks that encourage their populations to drive electric vehicles.
OBJECTIVES	Positive Charge will install and service three charging stations in the City's four largest parks. We will provide maintenance and upkeep for three years after installation.
METHODOLOGY	Installation completion for each park represents a project milestone. Charging stations will be operational after each milestone.
RESOURCES	Positive Charge has the installation personnel, hardware, and software to complete the project. We will establish a centralized technician team to monitor and service the charging stations.
BUDGET	Project costs include \$12,000 for installation and \$15,000 annually for a period of three years.
MEASUREMENT AND REPORTING	Positive Charge will provide data for the City Parks Department for quarterly usage reporting.
RISKS	A detailed project plan will mitigate scope creep.

TIMELINE

PHASE	TASK	MILESTONE	START & END DATES
1	Installation and testing for three EV charging stations.	Installation complete for Park A	JAN 9 - 16
2	Installation and testing for three EV charging stations.	Installation complete for Park B	JAN 16 - 23
3	Installation and testing for three EV charging stations.	Installation complete for Park C	JAN 23 - 30
4	Installation and testing for three EV charging stations.	Installation complete for Park D	JAN 30 - FEB 6

APPROVING PARTIES NAMES AND SIGNATURES

CLIENT	SPONSOR	PROJECT MANAGER
L. Pierce	E. Kahn	S. Li
<i>L. Pierce</i>	<i>E. Kahn</i>	<i>S. Li</i>

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