

EXECUTIVE SUMMARY PROPOSAL TEMPLATE

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PROJECT TITLE			
SUBMITTED BY		SUBMITTED TO	
PHONE / EMAIL		RECEIVER PHONE / EMAIL	
DATE SUBMITTED		PROJECTED START 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

FUNDING SPONSOR Person / department obtaining budget required

PROJECT OWNER Confirms need for project and validates objectives; Provides specs, monitoring, overall delivery

PROPOSAL FACILITATOR Proposal preparation support

ADDITIONAL STAKEHOLDERS

STAKEHOLDER NAME	STAKEHOLDER ROLE

PROJECT NAME AND DESCRIPTION

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PURPOSE / GOALS

ASSUMPTIONS

MEASUREMENTS OF SUCCESS

RISK FACTORS

APPROACH

SCOPE OF WORK

FUNCTIONS / PROCESSES IMPACTED BY PROJECT

IN SCOPE

OUT OF SCOPE

UNCERTAIN

INTERDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS

IN SCOPE

OUT OF SCOPE

UNCERTAIN

TIMELINE / MILESTONES

OVERVIEW

MILESTONE

DEADLINE

PROJECT COST AND RESOURCE ESTIMATE

OVERVIEW

NEEDS / INVESTMENT

COST

STAFFING - TECHNICAL

STAFFING - FUNCTIONAL

CONSULTATION

TRAINING / DOCUMENTATION

HARDWARE

SOFTWARE

OTHER

ESTIMATE TOTAL

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