**PROJECT PROPOSAL TEMPLATE [A green sign with white text

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**FOR MICROSOFT WORD**

**PROJECT NAME**

**PROJECT PROPOSAL**

DATE

COMPANY NAME

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **WHY IS THE PROJECT NECESSARY?** |  | | | | | |
| **OBJECTIVES** |  | | | | | |
| **PHASES OF WORK**  **& DESIRED**  **OUTCOME** |  | | | | | |
| **MONITORING, MEASUREMENTS OF SUCCESS,**  **& EVALUATION** |  | | | | | |
| **TIMELINE** | | | | | | |
| **PHASE** | | **TASK** | | | **START & END DATES** | |
|  | |  | | |  | |
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|  | |  | | |  | |
|  | |  | | |  | |
| **PROJECT BUDGET / COST OVERVIEW** | | | | | |
|  | | | | | |
| **GRAND TOTAL** | | | | |  |
| **APPROVING PARTIES NAMES AND SIGNATURES** | | | | | |
| **CLIENT** | | | **SPONSOR** | **PROJECT MANAGER** | | |
|  | | |  |  | | |
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