**PROJECT PROPOSAL TEMPLATE **

**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** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **PROJECT BUDGET / COST OVERVIEW** |
|  |
| **GRAND TOTAL** |  |
| **APPROVING PARTIES NAMES AND SIGNATURES** |
| **CLIENT** | **SPONSOR** | **PROJECT MANAGER** |
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