**PROJECT PROPOSAL
TEMPLATE**

PROJECT NAME

PROJECT PROPOSAL

****

prepared for
Client NAME

prepared by
sender NAME

#

# VERSION HISTORY

| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
| --- | --- | --- | --- | --- |
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# PROPOSAL DETAILS

|  |  |
| --- | --- |
| **PROJECT TITLE** |  |
| **SUBMITTED BY** |  | **PROJECT TYPE** |  |
| **PHONE / EMAIL** |  | **TOTAL ESTIMATED BUDGET** |  |
| **DATE OF PROPOSAL** |  | **VERSION NO.** |  |
| **PROJECTED START DATE** |  | **PROJECTED COMPLETION DATE** |  |

|  |  |  |
| --- | --- | --- |
| PREPARED BY | TITLE | DATE |
|  |  |  |

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# PROJECT OVERVIEW

## WHO WE ARE

|  |
| --- |
|  |

## YOUR NEEDS

|  |
| --- |
|  |

## OUR OBJECTIVES

|  |
| --- |
|  |

## COST + TIMELINE ESTIMATES

|  |
| --- |
|  |

# WHY WE’RE THE BEST FIT

## ABOUT US

|  |
| --- |
|  |

## SERVICES

|  |
| --- |
|  |

## OUR TEAM

|  |
| --- |
|  |

## OUR WORK

|  |
| --- |
|  |

# NEEDS AND ISSUES

|  |  |
| --- | --- |
| **NEED / ISSUE DESCRIPTION** |   |
| **LENGTH OF TIME EXISTED** |   |
| **PREVIOUSLY ADDRESSED?** |   |
| **IF SO, WHAT WAS THE OUTCOME?** |   |
| **IMPACT OF NEED / ISSUE** |  |
| **ADDITIONAL INFO** |  |

|  |  |
| --- | --- |
| **NEED / ISSUE DESCRIPTION** |   |
| **LENGTH OF TIME EXISTED** |   |
| **PREVIOUSLY ADDRESSED?** |   |
| **IF SO, WHAT WAS THE OUTCOME?** |   |
| **IMPACT OF NEED / ISSUE** |  |
| **ADDITIONAL INFO** |  |

|  |  |
| --- | --- |
| **NEED / ISSUE DESCRIPTION** |   |
| **LENGTH OF TIME EXISTED** |   |
| **PREVIOUSLY ADDRESSED?** |   |
| **IF SO, WHAT WAS THE OUTCOME?** |   |
| **IMPACT OF NEED / ISSUE** |  |
| **ADDITIONAL INFO** |  |

# GOALS

|  |  |
| --- | --- |
| GOAL DESCRIPTION | KEY BENEFITS |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# SCOPE OF WORK

|  |
| --- |
|  |

# DELIVERABLES

|  |  |
| --- | --- |
| DESCRIPTION | NOTES |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# TIMELINE / MILESTONES

|  |
| --- |
| Overview … |

|  |  |  |
| --- | --- | --- |
| MILESTONE | START DATE | END DATE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# COST STRUCTURE

|  |
| --- |
| Overview … |

|  |  |
| --- | --- |
| NEEDS / INVESTMENT | ESTIMATED COST |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| ESTIMATE TOTAL |  |

## PAYMENT TERMS

|  |
| --- |
|  |

# STAFFING RESOURCES

|  |
| --- |
| Overview … |

|  |  |  |
| --- | --- | --- |
| FUNCTION | CAPABILITY REQUIREMENTS | FTE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# MEASUREMENTS OF SUCCESS

## PROGRESS EVALUATION METHODS

|  |
| --- |
|  |

## REPORTING METHOD + SCHEDULE

|  |
| --- |
|  |

# ENDORSEMENTS

|  |  |  |
| --- | --- | --- |
| ENDORSED BY | COMPANY / AFFILIATION | PHONE / EMAIL / ADDRESS |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# NEXT STEPS

|  |
| --- |
|  |

# RELATED DOCUMENTS

|  |  |  |
| --- | --- | --- |
| FUNCTION | DESCRIPTION | FILE NAME / LOCATION / LINK |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# TERMS AND CONDITIONS

|  |
| --- |
|  |

|  |  |
| --- | --- |
| PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF |   |

# ACCEPTANCE OF PROPOSAL

|  |  |  |  |
| --- | --- | --- | --- |
| AUTHORIZED CLIENT SIGNATURE |   | DATE OF ACCEPTANCE |   |

|  |
| --- |
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