**SIMPLE PROJECT PROPOSAL**

|  |  |
| --- | --- |
| PROJECT NAME |  |
| JOB LOCATION |   |

|  |  |  |  |
| --- | --- | --- | --- |
| ESTIMATED START DATE |   | ESTIMATED FINISH DATE |   |

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT LEADER |   | COMPANY |   |
| CONTACT NAME |   | ADDRESS |   |
| PHONE |   |
| EMAIL |   |

|  |  |
| --- | --- |
| EXECUTIVE SUMMARY |   |

|  |  |
| --- | --- |
| BACKGROUND |   |

|  |  |
| --- | --- |
| OBJECTIVES |   |

|  |  |
| --- | --- |
| METHODOLOGY |   |

|  |  |
| --- | --- |
| RESOURCES |   |

|  |  |
| --- | --- |
| BUDGET |   |

|  |  |
| --- | --- |
| MEASUREMENT AND REPORTING |  |

|  |  |
| --- | --- |
| RISKS |   |

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| PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF |   |

ACCEPTANCE OF PROPOSAL

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

|  |
| --- |
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