[Project Name] Project Proposal

Project Manager: [Name]
Sponsor: [Name]
Prepared by:<names>

Revision History
Revision date Revised by Approved by Description of change

Project Goal

Problem/Opportunity Definition

Proposed Solution

Project Selection & Ranking Criteria
  Project benefit category:
    - Compliance/Regulatory
    - Efficiency/Cost reduction
    - Revenue increase
  Portfolio fit and interdependencies

Project urgency

Cost/Benefit Analysis
  Tangible Benefits
    Benefit
    Value & Probability
    Assumptions Driving Value
  Intangible Benefits
    Benefit
    Value & Probability
    Assumptions Driving Value

Cost Categories

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Labor hours</td>
<td></td>
</tr>
<tr>
<td>External costs</td>
<td></td>
</tr>
<tr>
<td>Labor (consultants, contract labor)</td>
<td></td>
</tr>
</tbody>
</table>
Business Requirements

1.
2.

Scope

Major project activities

1.
2.
3.

Out of scope activities that are critical to the success of the project

Major Obstacles

1.
2.

Risks

1.
2.

Schedule Overview

Estimated Project Completion Date: [mm/dd/yy]

Major Milestones

[Milestone] mm/dd/yy

External Milestones Affecting the Project

[Milestone] mm/dd/yy

Impact of Late Delivery