

Project Proposal: [Project Name]

Prepared by

Prepared for

Date

Version

1. Executive summary

Problem, solution, cost, timeline, benefit and the decision needed.

2. Background and problem

Evidence of the need and the cost of doing nothing.

3. Objectives

SMART objectives.

4. Scope

In scope / out of scope.

5. Approach and deliverables

Method, phases and outputs.

6. Timeline

See timeline workbook; list key milestones.

7. Budget

See budget workbook; summarise totals and assumptions.

8. Team and governance

Roles, responsibilities and decision-makers.

9. Risks

Top risks and mitigations.

10. Evaluation

Measures of success and reporting.

11. Next steps

Approval requested and date needed.