**[](https://www.smartsheet.com/try-it?trp=11785&utm_source=integrated-content&utm_campaign=/content/ms-word-project-proposal-templates&utm_medium=Simple+Project+Proposal+doc+11785&lpa=Simple+Project+Proposal+doc+11785)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| PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF |  |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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