**[](https://goo.gl/A4LGaf)BUSINESS PROJECT PROPOSAL TEMPLATE**

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

|  |  |  |
| --- | --- | --- |
| Provide Name, Title, Phone, and Email Address for each stakeholder below. | | |
| **PROJECT SPONSOR** Commissions delivery of and champions project; Provides vision and direction; Accepts responsibility | | |
|  | | |
| **PROJECT MANAGER** Confirms need for project and validates objectives; Provides specs, monitoring, and overall delivery | | |
|  | | |
| **ADDITIONAL STAKEHOLDERS** | | |
| **STAKEHOLDER NAME** | **STAKEHOLDER ROLE** | **CONTACT INFO** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **PROJECT OVERVIEW** |
| **SUMMARY** |
|  |
| **OBJECTIVES** |
|  |
| **BUSINESS JUSTIFICATION** |
|  |
| **CASE FOR FAST TRACK** |
|  |
| **DEPENDENCIES / RELATED PROJECTS** |
|  |
| **TECHNOLOGY** |
|  |
| **RISK OVERVIEW** |
|  |

|  |  |
| --- | --- |
| **SCOPE OF PROJECT** | |
| **ASPECTS IMPACTED** | |
| **IN SCOPE** |  |
|  |
|  |
|  |
| **OUT OF SCOPE** |  |
|  |
|  |
|  |
| **DELIVERABLES** | |
|  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **TIMELINE / MILESTONES** | | | | | | |
| **OVERVIEW** |  | | | | | |
| **MILESTONE** | | | | | **DEADLINE** | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
|  | | | | |  | |
|  |  | |  |  | | |
| **STAFFING RESOURCES** | | | | | | |
| **OVERVIEW** |  | | | | | |
| **FUNCTION** | | **CAPABILITY REQUIREMENTS** | | | | **FTE** |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |
|  | |  | | | |  |

|  |  |
| --- | --- |
| **PROJECT BUDGET / COST OVERVIEW** | |
|  | |
| **GRAND TOTAL** |  |

|  |  |  |
| --- | --- | --- |
| **RELATED DOCUMENTS** | | |
| **FUNCTION** | **DESCRIPTION** | **FILE NAME / LOCATION / LINK** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **EXECUTIVE DECISION RECORD** | | |
| **DATE** | **APPROVED BY** | **DECISION** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |