Project Proposal Template

**Created By**

|  |  |
| --- | --- |
| **Company Name**  |  |
| **Address 1** |  |
| **Address 2** |  |
| **City, State ZIP** |  |
| **Email ID** |  |
| **Contact Name** |  |
| **Phone Number**  |  |

**To**

|  |  |
| --- | --- |
| **Name**  |  |
| **Address** |  |
| **Email ID** |  |
| **Phone Number**  |  |

**Introduction About Your Company and Its History**

[Your Company Name] provides creative and first-rate projects to its clients, both corporate and individual, in various fields. First, our professional team determines your needs through one-on-one meetings with the relevant units, then works on your improvement and reputation in accordance with your needs.

**Objectives**

Please mention your project objectives. The project objectives are what you hope to achieve by the end of your project.

* [objective 1]
* [objective 2]
* [objective 3]
* [objective 4]

 **Scope**[End result of the project and phases of work]

**Timeframe**

A project must be delivered within a specific timeframe to maximize the value to the business. Every business problem or opportunity must be solved within a certain timeframe to maximize its value. For the project to succeed, this timeframe must be followed, because if it doesn't, the business may not benefit to the level intended if the solution is delivered after that timeframe.

|  |  |  |  |
| --- | --- | --- | --- |
| **Phases** | **Tasks** | **Start Date** | **End Date** |
| Phase 1 |  |  |  |
| Phase 2 |  |  |  |
| Phase 3 |  |  |  |
| Phase 4 |  |  |  |

**Our Team**

You can find below the details of our team that will work on the project.

|  |  |  |
| --- | --- | --- |
| **Name** | **Designation** | **Tasks**  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Project Resources**

A project resource is anything necessary for a successful project implementation. They include people, equipment, money, time, knowledge - basically anything you may need to complete the project planning and delivery phases.

|  |  |  |
| --- | --- | --- |
| **Resource Type** | **Quantity** | **Notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Budget**

Project budgeting is the process of estimating how much a project will cost from start to finish. Team members consider the cost of completing each stage of the project, the projected completion time, and potential roadblocks that could sabotage progress when estimating the budget for a project.

|  |  |
| --- | --- |
| **Total Budget (Including Taxes)** |  |

**Key Stakeholders**

In contrast, key stakeholders are those with the influence and authority to determine whether a project is successful or not. These are the people and groups whose objectives need to be met.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Contact Details** |
| **Project Client** |  |  |
| **Project Sponsor** |  |  |
| **Project Manager** |  |  |

**Approvals Signature**

**Project Client – {Name} –**

**Project Sponsor – {Name} –**

**Project Manager – {Name} -**

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