Project Proposal

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| --- | --- |
| **Project Name** | *[Proposed project name]* |
| **Requestor** | *[Name of person requesting Project]* |
| **Department** | *[Department requesting the project]* |
| **Strategic Goals** | *[Organizational goals being met by the proposed project]* |
| **Request Date** | *[Date Proposal Submitted]* |

Project Description: *[Detailed description of the proposed project]*

Project Objectives: *[Outline specific and measurable items to be delivered within the scope of the project]*

Systems and Department Impacted by the Project: *[Identify systems, procedures and or departments that will be impacted (positively and/or negatively) by implementing this project]*

What is the impact of this project is not done: *[Identify the consequences if the project is not undertaken]*

Proposed Deadline: *[Estimated date project should be launched by]*

Proposed Hours to implement: *[Estimated time it will take to implement project]*

Proposed Budget Amount: *[Estimated cost to undertake the project]*

Project Manager (if known): *[Suggested project manager undertaking the project]*

**APPROVALS**

**Reviewed by**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title, Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title, Department

**Authorized by**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, Title, Department