**IT PROJECT PROPOSAL TEMPLATE**

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| **PROJECT TITLE** |  | | |
| **SUBMITTED BY** |  | **SUBMITTED TO** |  |
| **PHONE / EMAIL** |  | **RECEIVER  PHONE / EMAIL** |  |
| **DATE  SUBMITTED** |  | **PROJECTED  START DATE** |  |

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| 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 | |
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| **FUNDING SPONSOR** Person / department obtaining budget required | |
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| **PROJECT OWNER** Confirms need for project and validates objectives; Provides specs, monitoring, overall delivery | |
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| **PROPOSAL FACILITATOR** Proposal preparation support | |
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| **ADDITIONAL STAKEHOLDERS** | |
| **STAKEHOLDER NAME** | **STAKEHOLDER ROLE** |
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| **PROJECT NAME AND DESCRIPTION** |
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| **PURPOSE / GOALS** |
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| **ASSUMPTIONS** |
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| **MEASUREMENTS OF SUCCESS** |
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| **RISK FACTORS** |
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| **APPROACH** |
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| **SCOPE OF WORK** | |
| **FUNCTIONS / PROCESSES IMPACTED BY PROJECT** | |
| **IN SCOPE** |  |
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| **OUT OF SCOPE** |  |
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| **UNCERTAIN** |  |
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| **INTERDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS** | |
| **IN SCOPE** |  |
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| **OUT OF SCOPE** |  |
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| **UNCERTAIN** |  |
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| **TIMELINE / MILESTONES** | | | | |
| **OVERVIEW** |  | | | |
| **MILESTONE** | | | | **DEADLINE** |
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| **PROJECT COST AND RESOURCE ESTIMATE** | | | | |
| **OVERVIEW** |  | | | |
| **NEEDS / INVESTMENT** | | | | **COST** |
| STAFFING - TECHNICAL | | | |  |
| STAFFING - FUNCTIONAL | | | |  |
| CONSULTATION | | | |  |
| TRAINING / DOCUMENTATION | | | |  |
| HARDWARE | | | |  |
| SOFTWARE | | | |  |
| OTHER | | | |  |
| **ESTIMATE TOTAL** | | | |  |