

Project Proposal

Project Name:

Project Manager:

Prepared By:

Date:

Project Overview

What is the project?

Background to Project

What made you think this project is needed?

Project Purpose & Objectives

Why are we doing this project?
Project objectives include measurable success criteria.

Scope Outcome

Describes the characteristics of the outcomes required. It is true that the detail will be less at the beginning of the project, but this section of the scope statement must be in sufficient detail to support planning.

Resources Required:

This can be materials, people etc.

Stakeholders:

Who does or would this involve?

Who are the project clients/ stakeholders?

Project Alignment and Linkages

(EG: to Council Corporate Plan, Budget Planning, Development Plans etc)

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Within Scope

What is within the scope of the project?

Out of Scope:

What is **not** included in this project?

Project Deliverables

Deliverables include both the outputs that comprise the product or service of the project, as well as ancillary results, such as project management reports and documentation

Project Budget

Identify indicative income and expenditure for project

Project Funding

How will the project be funded?
Does the project already have funding available to proceed?

Project Assumptions.

Briefly identify what assumptions have been made. e.g., financial plans in place, support from relevant authority.

Project Alternatives

Any alternative options explored and background for not proceeding (N/A if no other alternative)

Project Constraints.

Briefly identify known constraints. e.g., a particular critical resource is only available 2 days per week.

Schedule Milestones

List the major milestones for the project. These maybe the stage milestones. Timeframes

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Monitoring/ Measurable outcomes

How will you know if this project is successful, what tools will you use to measure this?

Name/s of Project Team

Roles of team members who will do what?

Risk Management –

Complete using the Risk assessment, can be found here bit.ly/RISKRADE

Approval requirements

Detail what approval requirements exist for the different deliverables of the project.

Could also include formal qualifications, e.g. Blue card, white card.

Name: _____

Signature: _____

Position: _____

Date: _____