IT Project Proposal Template

Project Title

Enter project title

Prepared By

Name(s), Team, or Department

Date

1. Executive Summary

Brief overview of the project, key objectives, and expected outcomes

2. Project Background & Justification

Context, problem statement, and why the project is needed

3. Objectives

List the main objectives of the project

4. Scope & Deliverables

Describe what is in scope and out of scope, and the key deliverables

5. Timeline

Proposed milestones, phases, or estimated schedule

6. Resources & Budget

Outline of required resources (personnel, hardware/software, etc.) and estimated costs

7. Risks & Mitigation

Potential risks and approach to manage them

8. Success Criteria

How success will be measured (KPIs, acceptance criteria, etc.)

9. Approvals

List of approvers, signatures, or next steps