

IT Project Proposal Template

Digital Solutions

Project Title

Enter project title

Date

Prepared By

Your name or team

Project Sponsor / Client

Name of sponsor or client

1. PROJECT OVERVIEW

Provide a high-level summary of the project, its purpose, and scope.

2. BUSINESS NEED / PROBLEM STATEMENT

Briefly describe the business need or problem this project aims to address.

3. PROJECT OBJECTIVES

List the specific objectives this project will achieve.

4. SOLUTION DESCRIPTION

Describe the proposed digital solution. Outline key features & technologies to be used.

5. EXPECTED OUTCOMES & BENEFITS

Describe the anticipated results and benefits of the project.

6. PROJECT SCOPE

Outline deliverables, boundaries, and what is included/excluded from the scope.

7. TIMELINE & MILESTONES

Provide a high-level project timeline with major milestones.

8. BUDGET ESTIMATE

Provide a preliminary estimate of the required budget.

9. PROJECT TEAM

List proposed project roles and responsibilities.

10. RISKS & MITIGATIONS

Identify key risks and proposed mitigation strategies.

11. APPROVALS

List names, titles, and signature lines for required approvals.