

Business Project Proposal

Date: _____

Prepared by: _____

Company: _____

Project Title: _____

1. Executive Summary

Brief overview of the proposed project, key objectives, and expected outcomes. Summarize how the project will benefit the company and stakeholders.

2. Project Objectives

- State objective 1 here.
- State objective 2 here.
- State objective 3 here.

3. Project Scope

Description of the project scope, including what will and will not be included in the project.

4. Project Timeline

Milestone	Start Date	End Date
Milestone 1	_____	_____
Milestone 2	_____	_____

5. Budget Summary

Item	Cost
Item 1	_____
Item 2	_____
Total	_____

6. Project Team

- Team Member 1 – Role
- Team Member 2 – Role
- Team Member 3 – Role

7. Approvals

Prepared By:

Name & Signature

Approved By:

Name & Signature