

Business Project Proposal Outline

1. Executive Summary

[Brief overview of the proposal, objectives, and outcomes.]

2. Project Background

[Context and justification for the project. Describe the problem or opportunity.]

3. Project Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

4. Scope of Work

[Describe the work to be performed, deliverables, and project boundaries.]

5. Methodology / Approach

1. [Step 1]
2. [Step 2]
3. [Step 3]

6. Timeline

- **Phase 1:** [Description & Estimated Duration]
- **Phase 2:** [Description & Estimated Duration]

7. Budget Estimate

[Outline budget requirements and major cost categories.]

8. Project Team & Stakeholders

- [Project Manager]
- [Team Members]
- [Key Stakeholders]

9. Risk Assessment

[List potential risks and mitigation strategies.]

10. Success Metrics

[Define how project success will be measured.]

11. Appendices

[Add any supporting documents or references.]

