

Corporate Project Proposal

Project Title

Enter project title

Date

Prepared By

Name and position

1. Executive Summary

Overview and key objectives of the project

2. Project Description

Background

Brief background of the project

Objectives

List the main objectives

Project Scope

Define the scope of the project

3. Stakeholders

Name	Role	Responsibility
Name	Role	Responsibility

4. Timeline

Milestone	Expected Completion
Milestone	

5. Budget Overview

Item	Estimated Cost
Item	Cost

6. Risks and Mitigation

Risk	Mitigation Plan
Risk	Mitigation Strategy

7. Approvals

Approval Name

Date