

# Detailed Government Project Policy Proposal Form

## 1. Project Information

Project Title

Sponsoring Agency/Department

Project Manager

Contact Email

## 2. Project Description

Executive Summary

Objectives & Expected Outcomes

Project Justification/Rationale

## 3. Implementation Details

Proposed Start Date

Proposed End Date

Major Activities/Milestones

Project Team Members & Roles

4. Financial Information

Total Budget Estimate

Anticipated Funding Sources

5. Policy, Compliance & Risk Assessment

Policy Implications/Alignment

Legal & Regulatory Compliance

Key Risks & Mitigation Strategies

6. Monitoring & Evaluation

Monitoring & Reporting Plan

Evaluation Methods & KPIs

**7. Approval & Declaration**

Submitted By

Date

Declaration

I declare that the information provided is accurate and complete.