

IT Project Proposal Template

Project Title:

Enter Project Title

Date:

YYYY-MM-DD

Prepared By:

Name, Department

1. Project Overview

[Provide a concise summary of the project, its purpose, and main objectives.]

2. Background & Rationale

[Describe the background, business need, and reasons for undertaking this project.]

3. Project Objectives

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

4. Scope

[Define what is in scope and out of scope for this project.]

5. Deliverables

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

6. Project Timeline

Phase	Start Date	End Date
[Planning]		
[Development]		
[Testing]		
[Deployment]		

7. Budget Estimate

Item	Estimated Cost
[Hardware/Software]	
[Labor]	
[Other]	

8. Stakeholders

Name	Role	Contact

9. Risks & Mitigation

- [Risk 1: Description and mitigation plan]
- [Risk 2: Description and mitigation plan]

10. Approval

Project Sponsor:

Name & Signature

Date:

YYYY-MM-DD