EXECUTIVE SUMMARY PROPOSAL TEMPLATE Try Smartsheet for FREE

PROJECT TITLE		
SUBMITTED BY	SUBMITTED TO	
PHONE / EMAIL	RECEIVER PHONE / EMAIL	
DATE SUBMITTED	PROJECTED START DATE	

Provide Name, Title, Phone, and Email Address for each stakeholder below.

PROJECT SPONSOR Commissions delivery of and champions project; Provides vision and direction; Accepts responsibility

FUNDING SPONSOR Person / department obtaining budget required

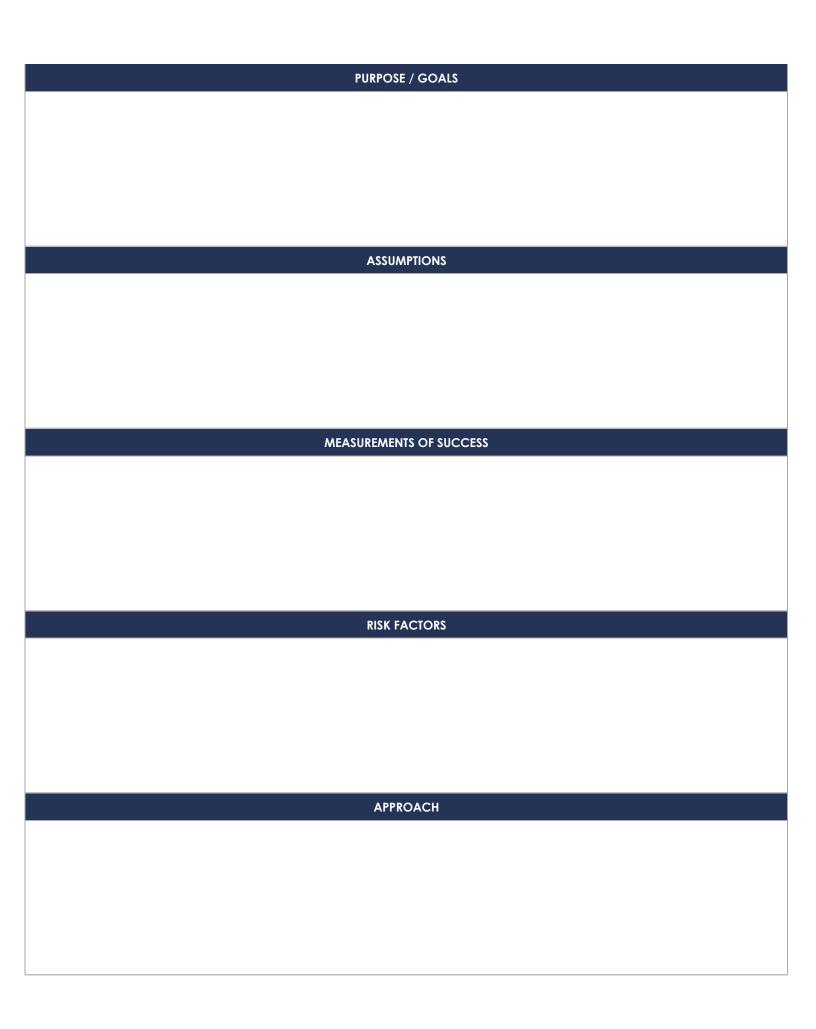
PROJECT OWNER Confirms need for project and validates objectives; Provides specs, monitoring, overall delivery

PROPOSAL FACILITATOR Proposal preparation support

ADDITIONAL STAKEHOLDERS

STAKEHOLDER ROLE		

PROJECT NAME AND DESCRIPTION



SCOPE OF WORK				
FUNCTIONS / PROCESSES IMPACTED BY PROJECT				
IN SCOPE				
OUT OF SCOPE				
UNCERTAIN				
INTE	RDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS			
IN SCOPE				
OUT OF SCOPE				
UNCERTAIN				

TIMELINE / MILESTONES		
OVERVIEW		
	MILESTONE	DEADLINE

PROJECT COST AND RESOURCE ESTIMATE				
OVERVIEW				
NEEDS / INVESTMENT	COST			
STAFFING - TECHNICAL				
STAFFING - FUNCTIONAL				
CONSULTATION				
TRAINING / DOCUMENTATION				
HARDWARE				
SOFTWARE				
OTHER				
ESTIMATE TOTA	L			

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