

Project Proposal

One-page summary · problem · solution · objectives · scope · timeline · cost · the ask · Eng · IT · Healthcare · Construction

Project	[Project name]	Date	[DD Mon YYYY]
Sponsor	[Sponsor name]	Prepared by	[Author name]

1. Problem / Opportunity

[Describe the problem or opportunity in two or three sentences. State the current situation, why it matters now, and the cost of doing nothing. Keep it factual and specific.]

2. Proposed Solution

[Summarise the proposed solution and how it addresses the problem. State clearly what will be delivered and the approach at a high level.]

3. Objectives & Expected Benefits

- [Objective or benefit — stated as a measurable outcome where possible.]
- [Objective or benefit — for example, a target reduction, increase or saving.]
- [Objective or benefit — tied to the problem above.]

4. Scope

In Scope	Out of Scope
[Included item]	[Excluded item]
[Included item]	[Excluded item]
[Included item]	[Excluded item]

5. Timeline & Milestones

Milestone	Target Date	Owner
[Kick-off]	[DD Mon YYYY]	[Owner]
[Key milestone]	[DD Mon YYYY]	[Owner]
[Delivery / go-live]	[DD Mon YYYY]	[Owner]

6. Cost & Resources

Item	Estimate	Notes
[People / effort]	[\$ or days]	[Basis of estimate]
[Technology / materials]	[\$]	[Basis of estimate]
Total	[\$ total]	[Confidence / contingency]

7. The Ask / Recommendation

[State clearly what is being requested — the decision, approval, budget or resources needed to proceed — and the recommended next step.]

Approval	Name	Signature	Date
Sponsor	[Name]	[Signature]	[DD Mon YYYY]
Approver	[Name]	[Signature]	[DD Mon YYYY]