

PROJECT PROPOSAL

Project Name _____
Team Leader _____
Launch Date _____ / _____ / _____
Completion Date _____ / _____ / _____

Project Goals _____

Project Benefits _____

Project Process _____

Personnel/Roles _____

Resources
Payroll _____
Material _____
Contractors _____
Marketing _____
Other _____
TOTAL OUT _____

Returns
Cost Savings _____
Revenue Gains _____
Other _____
TOTAL IN _____

Submitted by:

Approved by:

Date: _____ / _____ / _____

Date: _____ / _____ / _____