

Project Proposal Guidelines

This document outlines the project's core value proposition and meets the Stakeholders Expectations.

- This should create clarity about the goals, priorities, and requirements of the project
- Should meet the expectations of the concerned Stakeholders
- Is foundation of the project plan

Executive Summary

- Is the important part of the project and should be written in the last.
- If it fails to capture the attention of the readers and make a compelling point, it may doom the proposal right then and there.
- Suggest to focus on describing what success would look like

Guidelines:

- What problem does your project aim to solve?
- Why is it important to solve it?
- How will it help solve it?

Project Background

- Should address why the readers should care about this project and back claims with relevant references and statistics
- Points to look into: -
 - o What is the history of the problem? How long has it existed?
 - o How is solving it related to the business goals of your organization?

Proposed Solution

- How will you solve the problem you described?
- Why will the proposed solution be effective?
- Why is the proposed solution better than alternatives?
- What would it take to make it happen?

Define the deliverables and success criteria

- Present clearly how the success of the proposed project will be measured:
 - o What will be the project deliverables?
 - o What is the SMART (Specific, Measurable, Achievable, Realistic, and Time-Bound) objectives of the project?

List the Required Resources

- Estimation of Project Budget Requirements (includes Supplies, Tools, ad Spend, Salaries, and whatever else would be required to successfully deliver the project.
- A detailed financial breakdown will signal to the stakeholders that you have done your research and assure them that there wouldn't be any unexpected costs down the road.
- Conclude the document with the points you made and remind your audience why they should approve your proposal, without introducing any new information.

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Project Template

Project Title:		
Prepared By:		Date: XX/XX/XXXX
Situation/Problem/Opportunity: <<		
Purpose Statement (Goals): <<The purpose of this project is to analyze, select and implement a new candidate tracking system for graduate admissions>>		
Project Objectives: <ul style="list-style-type: none">▪ <<Solution selection according to design criteria, specifications and requirements>>▪ <<Solution prototyping and testing>>▪ << Objective>>▪ << Objective>>▪ << Objective>>		
Success Criteria: <ul style="list-style-type: none">▪ <<Improve records availability and accessibility of information, collateral, forms and documents>>▪ <<Reduce system downtime, related wait time and systems response times>>▪		
Methods/Approach: <ul style="list-style-type: none">▪ <<Establish selection committee and selection process. Define Requirements>>▪ <<Select vendors and finalists through RFP, demonstrations and reviews>>▪ <<Select and implement solution. Train users and technical staff. Establish support processes>>▪ <<Go Live with new system>>		
Resources: <ul style="list-style-type: none">▪ People – project team members from client community and ITS.▪ Time – implementation within <<n>> months.▪ Budget – hardware, software, training and services not to exceed Rs. 0000.00▪ Other – third party software evaluation, site visits, Dataquest reports – not to exceed Rs. 0000.00		
Risks and Dependencies: <ul style="list-style-type: none">▪ <<Current solution in place for over N years and it is intuitive to current users.▪ <<Cost justification in ease of use, quality of information, speed of accessibility, ease of support and maintenance is difficult to quantify in a way management can see improvements in utilization of systems investment>>		
To Be Completed by Appropriate Manager		
Project Sponsor	Project Manager	