

# Project-proposal- template

Engineering, Project Management



Make a list of all sections of proposal along with applicable page numbers. Cover this section on one page. Make a list of all sections of proposal along with applicable page numbers. Cover this section on one page. Table of Contents Table of Contents Project Details Project Details Summary Summary Provide a brief executive summary of your project proposal here in this section including background, current situation, objectives, time scales and expected benefits.

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## **Business Objectives**

Please identify main objectives of your project in this section by giving a concrete statement describing your project and what you want to achieve with this project. You have to show here that your project is SMART that is Specific, Measureable, Attainable, Realistic and Time bound. Please identify main objectives of your project in this section by giving a concrete statement describing your project and what you want to achieve with this project. You have to show here that your project is SMART that is Specific, Measureable, Attainable, Realistic and Time bound.

## **Objectives**

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## **Deliverables and Limits Deliverables and Limits**

The deliverables are the changes that the project has to make in order to achieve the business objectives. Typically these will be system implementation or change to achieve the business process changes

described in objectives. In many projects mis-understandings often arise because there are limits to the scope of the project that have not been clearly stated e. g. the system will only be available to a certain group of users, the deliverable is only intended to capture a proportion of the transactions, the system will only be delivered on University supported browsers.

Typical deliverables for IT projects are listed below.

- New IT Service
- New MyEd channel
- New Software system
- Suite of Reports
- Implementation service
- Infrastructure Upgrade
- Business Process Change

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