

[Date], [Company Name]

Proposed Business Project: [Project Name]

Background:

[What is the purpose of the project? Address an opportunity or problem attached to the project.]

Objectives:

- [1. specific objective of proposed business project]
- [2. specific objective of proposed business project]

Scope:

[How end of the project look likes? Describe coverage and non-coverage of the project.]

Timeframe:

	Task	Start and End Dates
Phase One
Phase Two
Phase Three

Project Budget:

[Describe the expenses of the project: non-recurring expenses & recurring expenses.]

Key Stakeholders:

Client	[name]
Sponsor	[name]
Project manager	[name]

Monitoring and Evaluation:

[Describe how progress will be evaluated throughout and at the end of the project. Showcase clear indication of goal settings, monitoring and reporting.]

Approval Signatures:

[Name], Project Client		[Name], Project Sponsor	[Name], Project Manager