Project Proposal: [Project Name]

**Author:** full name and position

**Contact Data:** email and/or telephone number and/or address

**Date:** date of writing

# Executive Summary

*Provide in short the following information:*

* Project’s purpose
* Reasons for proposing the project
* Impact
* Beneficiary
* Outcome
* Estimated Budget
* Timeline
* Project Analytics Metrics
* Resources

# Background

*Provide in detail the following information:*

* Project’s purpose
* Reasons for proposing the project
* State-of-the-art in the project’s field
* Competitors and their results
* Connection with ongoing projects, current teams, the company/organization’s culture
* Relevant data and statistics

# Solutions

*Provide in detail the following information:*

* Solutions for implementing the project
* Planning tasks and roles
* Scheduling
* The team: roles and responsibilities
* Analytic tools and success metrics
* Risk management analysis
* Management solutions

# Outcome and Deliverables

*Provide in detail the following information:*

* Objectives and final deliverables
* Timelines for intermediary deliverables
* Reporting tools
* Data analysis
* Project management

# Resources

*Provide in detail the following information:*

* Manpower: currently employed and in need of hiring
* Budget with details costs per activity
* Materials
* Software and hardware
* Real estate necessities
* Industrial necessities (tools and machinery)
* Financial and HR tools

# Conclusion

*Provide in short, the following information:*

* Project’s purpose
* Impact
* Beneficiary
* Call to action (if needed)

# References

*List all materials used in the document, whether public articles and statistics, online resources, or internal documents.*