Project Proposal

Request for approval of a project

PROJECT

Project name	
Project number	YYYY-NNN
Date of request	DD.MM.YYYY

CONTENT OF THE REQUEST

Background	*History of the project, description of the current state and of the actual problem*
Project objectives	*This project is intended to achieve the following objectives:* *1. Objective* *2. Objective* *3. Objective*
Exclusions	*Which topics should the project explicitly not deal with? Where are deliberate boundaries drawn?*
Milestones	*Key points of the project, outline schedule*
Dates	*Which important deadlines must be met?*
Costs	*What costs are to be expected? Rough breakdown of external costs*
Personnel effort	*What personnel effort is to be expected? Rough breakdown of the work to be done internally*
Materials	*Are special materials needed that are included neither in the costs nor in the personnel effort? Rough cost breakdown*

PROJECT ORGANISATION

Client	*Who is the client? As a rule, this is also the project board.*
Project manager	*Responsible for the operational running of the project*
Project team	*Who is actively working on the project?*

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Project board	*Usually made up of senior stakeholders (client, project manager, committees, line managers where applicable)*

DISTRIBUTION AND ENCLOSURES

Distribution	*Who must receive this request, and who needs to know about it?*
Enclosures	*Required enclosures, e.g. project plans or initial indicative quotes*

Date, signature
Requested by

Date, signature
Client · Approval

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