**EXECUTIVE SUMMARY PROPOSAL TEMPLATE**

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| **PROJECT TITLE** |   |
| **SUBMITTED BY** |   | **SUBMITTED TO** |   |
| **PHONE / EMAIL** |   | **RECEIVER PHONE / EMAIL** |   |
| **DATE SUBMITTED** |   | **PROJECTED START DATE** |   |

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| Provide Name, Title, Phone, and Email Address for each stakeholder below. |
| **PROJECT SPONSOR** Commissions delivery of and champions project; Provides vision and direction; Accepts responsibility |
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| **FUNDING SPONSOR** Person / department obtaining budget required |
|   |
| **PROJECT OWNER** Confirms need for project and validates objectives; Provides specs, monitoring, overall delivery |
|   |
| **PROPOSAL FACILITATOR** Proposal preparation support |
|   |
| **ADDITIONAL STAKEHOLDERS** |
| **STAKEHOLDER NAME** | **STAKEHOLDER ROLE** |
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| **PROJECT NAME AND DESCRIPTION** |
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| **PURPOSE / GOALS** |
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| **ASSUMPTIONS** |
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| **MEASUREMENTS OF SUCCESS** |
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| **RISK FACTORS** |
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| **APPROACH** |
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| **SCOPE OF WORK** |
| **FUNCTIONS / PROCESSES IMPACTED BY PROJECT** |
| **IN SCOPE** |   |
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| **OUT OF SCOPE** |   |
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|   |
|   |
| **UNCERTAIN** |   |
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| **INTERDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS** |
| **IN SCOPE** |   |
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| **OUT OF SCOPE** |   |
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| **UNCERTAIN** |   |
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| **TIMELINE / MILESTONES** |
| **OVERVIEW** |   |
| **MILESTONE** | **DEADLINE** |
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| **PROJECT COST AND RESOURCE ESTIMATE** |
| **OVERVIEW** |   |
| **NEEDS / INVESTMENT** | **COST** |
| STAFFING - TECHNICAL |   |
| STAFFING - FUNCTIONAL |   |
| CONSULTATION |   |
| TRAINING / DOCUMENTATION |   |
| HARDWARE |   |
| SOFTWARE |   |
| OTHER |   |
| **ESTIMATE TOTAL** |  |

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