Sample 1

Author's Name

Project Proposal

Project Name

Summary

Briefly summarize the idea behind your project. Why is your project important, which problems does it solve, or what does it aim to improve? There is no room for details here, restrain yourself to the overall topic and the major points. Present the strongest arguments why your project deserves support - this document is all about convincing others of your proposal.

Outline the situation as it is now, and why your project will make it better. Highlight the potential of your proposal by describing the scenario of your project delivered successfully. Impress your peers with stunningly brilliant ideas!

Resources

" Use quotes to emphasize "

an important aspect you want your

readers to remember.

source citation

Later, there will be time to specify and quantify all the resources necessary to deploy the project, but for now, you should have a rough idea of the project's time span and what kind of resources it will involve.

Make sure to emphasize why you need these resources to deliver a project on time and with an optimal impact. Step into the role of your peers: What about your project will justify the costs?
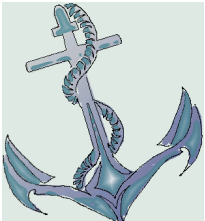
Stages

Can you already think of different stages your project will run through? What will be the first steps to undertake, and which further steps rely on other tasks being completed first? Make a list of the steps, like this one:

1. Planning phase

2. Team organization phase
3. Prototype phase
4. Implementation phase
5. Feedback phase

Give your readers a hint of the timeline you consider for these steps. Again, you don't need the details, but it should become clear whether you are talking about two weeks or two years.

Special attention please!	
	Leverage text boxes with consistently used icons to highlight ideas, facts, hints, or risks. Boxes contribute to the paper's structure and break up long text paragraphs. [This box is technically a table. To use it in your document, it might work best to find it within the HTML source code and copy it to the place where you need it.]

Sample 2

Table of Contents

<Project Name/Heading>

1. Project Background and Description

<Brief background of the project and it's importance - what and why>

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The expected outcome being;

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2. Project Scope + Deliverables

- <Define scope and detailed processes>
- <Identify parties involved in each process with input, expected outcome, budget and measures>
- <Create a Toolkit, solutions gallery, resource base, etc. (with links to process documents, templates, deployment guides,budget, materials, mandatory + optional processes, measurement metrics, etc)>

2.1 Scaling Plan

<Establish standards for key stakeholders to self execute/scale the solution>

2.2 Partnerships

Partnerships will be key to program long-term success and will consist of the following partners;

[Partners = key stakeholders]
- **Partner type 1:** [1] Partner sub-type (a) [2] Partner sub-type (b)
- **Partner type 2:** [1] Partner sub-type (c) [2] Partner sub-type (d)
- **Partner type 3:** [1] Partner sub-type (e) [2] Partner sub-type (f)

3. Timeline/Schedule

Complete <project deliverable 1>: <date/date range/quarter/year>
Complete <project deliverable 2>: <date/date range/quarter/year>