

# IT PROPOSAL EXECUTIVE SUMMARY



<b>PROJECT TITLE</b>			
<b>SUBMITTED BY</b>		<b>SUBMITTED TO</b>	
<b>PHONE / EMAIL</b>		<b>RECEIVER PHONE / EMAIL</b>	
<b>DATE SUBMITTED</b>		<b>PROJECTED START DATE</b>	

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

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**PROJECT OWNER** Confirms need for project and validates objectives; Provides specs, monitoring, overall delivery

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**PROPOSAL FACILITATOR** Proposal preparation support

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**ADDITIONAL STAKEHOLDERS**

STAKEHOLDER NAME	STAKEHOLDER ROLE

**PROJECT OVERVIEW**

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**PURPOSE / GOALS**

**ASSUMPTIONS**

**MEASUREMENTS OF SUCCESS**

**RISK FACTORS**

**INDUSTRY + MARKET RISKS**

**BUDGETARY RISKS**

**TECHNOLOGY**

HARDWARE

SOFTWARE

**TIMELINE / MILESTONES**

OVERVIEW

MILESTONE

DEADLINE

**REPORTING**

**DEPLOYMENT**

**TESTING**

**DOCUMENTATION**

**WARRANTY**

**SUPPORT**

**TRAINING**

## PROJECT COST AND RESOURCE ESTIMATE

### OVERVIEW

NEEDS / INVESTMENT	COST
STAFFING - TECHNICAL	
STAFFING - FUNCTIONAL	
CONSULTATION	
TRAINING / DOCUMENTATION	
HARDWARE	
SOFTWARE	
OTHER	
<b>ESTIMATE TOTAL</b>	

### PRICING

### PAYMENT TERMS

### ADDITIONAL COMMENTS

## **DISCLAIMER**

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