

# IT PROPOSAL EXECUTIVE SUMMARY



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

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	
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	

PROJECT OVERVIEW

**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	
ESTIMATE TOTAL	

PRICING

PAYMENT TERMS

ADDITIONAL COMMENTS

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