

# Project Proposal Template

## Title Page

Project Title: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

Project Leader's Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Introduction

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Project Overview:

\_\_\_\_\_

Background Information:

\_\_\_\_\_

Need for the Project:

\_\_\_\_\_

## Objectives

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Main Objectives:

\_\_\_\_\_

Specific Goals:

- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

## Project Plan

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### Methodology:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Timeline:

Task	Duration	Start Date	End Date
Task 1	_____	_____	_____
Task 2	_____	_____	_____
Task 3	_____	_____	_____

### Resources:

- Personnel:  
\_\_\_\_\_
- Equipment:  
\_\_\_\_\_
- Funding:  
\_\_\_\_\_

## Budget

Expense	Amount	Justification
Item 1	_____	_____
Item 2	_____	_____
Item 3	_____	_____

### Evaluation and Reporting

Evaluation Methods:

\_\_\_\_\_

Reporting Schedule:

Milestone	Date	Responsible Person
Milestone 1	_____	_____
Milestone 2	_____	_____
Milestone 3	_____	_____

### Conclusion

Summary:

\_\_\_\_\_

Next Steps:

\_\_\_\_\_