

Sample Project Proposal PDF

Title Page

Project Title: _____

Name of the Organization: _____

Project Leader's Name: _____

Date: _____

Executive Summary

Objective:

Brief Description:

Expected Outcomes:

Project Background

Introduction:

Problem Statement:

Significance of the Project:

Project Goals and Objectives

Primary Goals:

Specific Objectives:

Project Methodology

Approach:

Activities:

1.

2.

3.

Timeline:

Phase	Start Date	End Date	Responsible Person
Planning	<hr/>	<hr/>	<hr/>
Execution	<hr/>	<hr/>	<hr/>

Evaluation	_____	_____	_____
Completion	_____	_____	_____

Resources Required

Human Resources:

Material Resources:

Financial Resources:

Budget

Estimated Costs:

Item	Cost	Funding Source	Notes
Personnel	_____	_____	_____
Equipment	_____	_____	_____
Materials	_____	_____	_____
Miscellaneous	_____	_____	_____

Evaluation

Monitoring Plan:

Evaluation Criteria:

Conclusion

Summary of Proposal:

Call to Action:
