School of Computer Science

<Company LOGO>

Project Proposal Form

Project Title

## WBL Track -Project Proposal

1. General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title: |  |  |  |

**Points of Contact**

List the principal individuals who may be contacted for information regarding the project.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Position*** | ***Title/Name/Organization*** | ***Phone*** | ***E-mail*** |
| Project Sponsor |  |  |  |
| Project Manager  (if applicable) |  |  |  |
| Project Members |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Executive Summary

*In two or three paragraphs, provide a brief overview of this project and the contents of this document.*

|  |
| --- |
|  |

1. Project Purpose

*Explain the business reason(s) for doing this project. The Project Purpose (the Business Problem and Project Business Objectives) is in the Project Proposal, Section B.*

*1. Problem Statement*

*The problem statement is a question, issue, or situation, pertaining to the organization, which needs to be answered or resolved. State in specific terms the problem or issue this project will resolve.*

|  |
| --- |
|  |

1. Project Objectives

*Define the specific objectives of the project that correlate to the strategic initiatives or issues identified in Strategic Plan.*

|  |
| --- |
| ***Project Objectives*** |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |
| 6 |

#### Assumptions

*Assumptions are statements taken for granted or accepted as true without proof. Assumptions are made in the absence of fact.*

|  |
| --- |
|  |

#### Project Description, Scope and Management Milestones

* 1. ***Project Description***

*Describe the project approach, specific solution, customer(s), and benefits.*

|  |
| --- |
|  |

1. **Scope**

The project scope defines all of the products and services provided by a project, and identifies the limits of the project. The project scope addresses the who, what, where, when, and why of a project.

|  |
| --- |
|  |

1. **Summary of Milestones and Deliverables**

Provide a list of milestones and deliverables with estimated date and duration.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Milestone No.** | **Milestone** | **Person Responsible** | **Duration**  **(days)** | **Targeted Completion Date** |
| 001 | Completed …. | Mandatory | 8 | Stakeholder Approval |
| 002 | Completed …. | Mandatory | 16 | Stakeholder Approval |
| 003 | Completed …. | Mandatory | 18 | Stakeholder Approval |
| 004 | Completed …. | Mandatory | 15 | Stakeholder Approval |
| 005 | Completed …. | Mandatory | 19 | Stakeholder Approval |
| 006 | Completed …. | Mandatory | 11 | Stakeholder Approval |
| 007 | Completed …. | Mandatory | 17 | Stakeholder Approval |
| 008 | Completed …. | Mandatory | 19 | Stakeholder Approval |
| 009 | Completed …. | Optional | 21 | Stakeholder Approval |
| 010 | Completed …. | Mandatory | 22 | Stakeholder Approval |
| 011 | Completed …. | Mandatory | 17 | Stakeholder Approval |
| 012 | Completed …. | Mandatory | 9 | Stakeholder Approval |
| 013 | Completed …. | Mandatory | 16 | Stakeholder Approval |
| 014 | Completed …. | Mandatory | 22 | Stakeholder Approval |

1. **Project Organization**

**1. Project Organization Chart**

*Provide a graphic depiction of the project team. The graphical representation is a hierarchal diagram of the project organization that begins with the project sponsor and includes the project team and other stakeholders.*

|  |
| --- |
|  |

# 2. Organization Description

*Describe the type of organization used for the project team, its makeup, and the lines of authority.*

|  |
| --- |
|  |

# Roles and Responsibilities

Describe, at a minimum, the roles and responsibilities of all stakeholders identified in the organizational diagram above.

|  |
| --- |
|  |

1. Resources

Identify the initial funding, personnel, and other resources, committed to this project by the project sponsor. Additional resources may be committed upon completion of the detailed project plan.

|  |  |  |
| --- | --- | --- |
| ***Resources*** | ***Allocation and Source*** | |
| *Funding* | *Source:* | *Amount: $* |
| *Source:* | *Amount: $* |
| *Source:* | *Amount: $* |
| *Project Team (Full and Part Time Staff)* |  | |
| *Customer Support* |  | |
| *Facilities* |  | |
| *Equipment* |  | |
| *Software Tools* |  | |
| *Other* |  | |

1. Appendices

Include any relevant appendices, if applicable. (you may include relevant research papers, or guiding articles that has become the basis of your research/work)