

# PROJECT PROPOSAL TEMPLATE

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PROJECT NAME	
JOB LOCATION	

ESTIMATED START DATE		ESTIMATED FINISH DATE	
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PROJECT LEADER		COMPANY	
CONTACT NAME		ADDRESS	
PHONE			
EMAIL			

EXECUTIVE SUMMARY	
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BACKGROUND	
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OBJECTIVES	
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METHODOLOGY	
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RESOURCES	
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BUDGET	
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MEASUREMENT AND REPORTING	
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RISKS	
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PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED BY DATE OF

### ACCEPTANCE OF PROPOSAL

AUTHORIZED CLIENT SIGNATURE		DATE OF ACCEPTANCE	
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