**Project Proposal: Optional Template**

Use this template if your agency doesn’t have a standard project proposal form. **Part 1** is completed by the Proposer, and **Part 2** is completed with input from your Agency CI Contact or division CI representative.

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| **Part 1** |   |
| **Project Lead:** |
| **Agency & Division:**  |
| **Problem/Opportunity Statement:** What's the problem? What's the value in solving it? What data evidence supports this opportunity? |
| **Magnitude:** How many people are affected by this problem? How often does it occur?  |
| **Customers:** Who are all the internal and external customers of this process? |
| **Goals:** What do you hope to accomplish in this project? What does success look like? |

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| **Part 2** |
| **Project Sponsor:**  Manager who can authorize the project and resources  |
| **Project or Initiative Name:**   |
| **Stakeholders:** List all areas and teams affected by any potential change |
| **Data:** What data is available or could be collected to measure the need or success of this project? |
| **Strategic Goal(s):** How does this project support department goals? |
| **Anticipated Needs:** **People Resources:** *Focus groups, Subject Matter Experts, Manager review, etc.***IT Resources:** **Project Duration:** *expected time to completion***Training for participants:** *What training is needed for participants?***Training Post Implementation:** *If implemented, what staff need training? Who will create the training materials?* |
| **Communication Plan:** Who will provide communication about milestones of the project? How frequently? |

*Use this completed proposal to confirm supervisor and sponsor support and move into the next phase of project team development and implementation.*