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| --- |
| Business Project Proposal *A document outlining a project's purpose, scope, budget, and benefits to gain stakeholder approval.* |

| **Project name:** | **<Project name>** |
| --- | --- |

|  |  |
| --- | --- |
| **Executive Sponsor** |  |
| **Project Sponsor** |  |
| **Project Manager** |  |
| **Vendor** |  |
| **Business Analyst** |  |
| **Change Manager** |  |

**CU Denver Strategic Plan**

*Describe how the outcomes of this project will support the university strategic plans, such as referencing CU Denver University’s* [*Strategic Plan*](https://www.ucdenver.edu/2030/goals-for-2030)*. Please check all related CU Denver strategic plan objectives pertaining to this project.*

CU Denver will be the equity-serving institution in the nation

Become known as a university for life

Be internationally known for its research and creative work

Serve as the anchor institution for an open innovation district in downtown Denver

Be known as a people-centered "Best Place to Work"

Operationally Aligned

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# Business Project Proposal

## Executive Summary

* 1. Proposal Overview

| *Summarize the primary goal of the proposal in a concise manner.* |
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* 1. Project Objectives

| *What are the main objectives of this project?* |
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## Project Background & Rationale

* 1. Current State

| *Provide a detailed overview of the current situation* |
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* 1. Problem Statement

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| *Identify and articulate the key challenges or issues that this project is designed to address* |
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* 1. Project Benefits

| *What advantages will this project bring upon successful execution?* |
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## Project Scope

* 1. Project Scope

| *The following is a description of the scope (work) that will be performed within the project.* |
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|  |
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## Project Team

* 1. Project Team Resources

|  |  |  |
| --- | --- | --- |
| *Key team resources include sponsors, project managers, project team members, external stakeholders, and vendors.* | | |
| Role | Resource | Department / Company |
|  |  |  |
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## Key Deliverables

* 1. Deliverables

| *This section details the primary deliverables, including products, services, or results, that the project will generate.* |
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* 1. Deliverable Requirements

| *Detail the specific requirements and criteria for each deliverable.* | |
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| **Deliverable ID#** | **Requirements** |
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|  |  |

## Project Timeline

* 1. Timeline

| *What are the timelines for this project?* | |
| --- | --- |
| Proposed start date: |  |
| Proposed end date: |  |
| Planning & design dates: |  |
| Execution phase dates: |  |
| Testing & completion |  |
| Known deadlines: |  |

## Project Budget

* 1. Budget

| *Estimate the projected costs associated with implementing the project.* | |
| --- | --- |
| Cost of labor | $ |
| Cost of materials | $ |
| Cost of technology | $ |
| Contingency funds | $ |
| **Total** | $ |

## Risk Analysis

* 1. Risks

| *The following risks could potentially hinder the successful completion of the project.* |
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* 1. Mitigation Strategies

| *What mitigation strategies will be employed to address the identified risks?* | |
| --- | --- |
| **Risk ID#** | **Mitigation Strategy** |
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|  |  |
|  |  |

## Evaluation Plan

* 1. Project Success Criteria

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| --- | --- |
| *The following factors or characteristics are critical to the project’s success. Without them, the project is likely to fail.* | *How will these be measured?* |
|  |  |
|  |  |
|  |  |

## Approval and Authority to Proceed

|  |  |  |  |
| --- | --- | --- | --- |
| *We approve the proposal and authorize the team to proceed.* | | |  |
| ***Role*** | ***Name*** | ***Title*** | ***Date*** |
| Executive Sponsor |  |  |  |
| Project Sponsor |  |  |  |

## Appendix

* 1. Glossary: Definition of Terms

|  |  |
| --- | --- |
| Term / Acronym | Definition |
| **Communications Coordinator** | The individual responsible for managing project-related communication among stakeholders. |
| **Contingency** | A reserve of funds or resources set aside to handle unexpected issues or risks. |
| **Deliverables** | Specific outputs or services produced as a result of project activities. |
| **KPIs (Key Performance Indicators)** | Metrics used to measure the success and performance of the project. |
| **Milestones** | Significant points or events in the project timeline that indicate progress. |
| **Project Manager** | The person responsible for planning, executing, and closing the project. |
| **Project Sponsor** | The individual or group that provides high-level oversight and is responsible for funding the project. |
| **Risk Mitigation** | Strategies or actions taken to reduce or eliminate project risks. |
| **Scope** | The boundaries of the project, detailing what is included and what is excluded. |
| **Stakeholders** | Individuals or groups affected by or involved in the project, including sponsors, team members, and external parties. |
| **Success Metrics** | Criteria used to determine whether the project has achieved its objectives. |
| **Technical Lead** | The person responsible for overseeing all technical aspects of the project. |