



Project Proposal Template – IT Systems

1. Project Overview

Field	Details
Project Name	
Project Sponsor	
Project Manager	
IT Lead/Manager	
Date	

2. Business Case Summary

Section	Details
Business Objectives	
Key Stakeholders	
Expected Benefits	
Risk Assessment	

3. Feasibility Analysis

Section	Details
Technical Feasibility	
Capacity Analysis	
Resource Availability	
High-Level Cost Estimation	

4. Prioritisation and Alignment with IT Strategy

Section	Details
Alignment with IT Roadmap	
Prioritization	
Dependency Mapping	

5. Product Development Requirements

Section	Details
Functional Requirements	
Non-Functional Requirements	
User Experience (UX) Considerations	

6. IT Resource Planning

Section	Details
Resource Requirement	
Resource Allocation	
Timeline and Milestones	

7. IT Workstream Plan

Section	Details
Workstream Breakdown	
Integration Plan	
Testing Strategy	
Deployment Plan	

8. Commercials and Costs

Section	Details
Initial Budget Estimate	

8.1 Detailed Cost Breakdown

Category	Details
Software Costs	
Hardware Costs	
Resource Costs	
Training Costs	
Maintenance & Support	
Contingency	

9. Governance and Approval Process

Section	Details
Feasibility & Capacity Approval	
Business Case Review	

Project Execution Gateway	
Change Management	

10. Post-Approval and Execution

Section	Details
Monitoring & Reporting	
Risk Management	
Continuous Improvement	

11. Sign-Offs

Role	Name/Signature
Project Sponsor	
Project Manager	
IT Lead	
Other Key Stakeholders	