

***Proposal Template***

**Company Name Here**

***Company Slogan Goes Here Company Slogan Goes Here***

PROPOSAL TITLE

**A PROPOSAL TO: CLIENT**



PLACE LOGO HERE,

OTHERWISE DELETE BOX



**Company Name Here**

5555 Street Address, City, State 55555

**Phone:** 555.555.5555 | **Fax:** 555.555.5555

email@address.com | www.webaddress.com

**Preface**

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u). Sample text ---------------------------------------------------------------------------------------------------------------- 45

v). Sample text ---------------------------------------------------------------------------------------------------------------- 48

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x). Sample text ---------------------------------------------------------------------------------------------------------------- 52

y). Sample text ---------------------------------------------------------------------------------------------------------------- 53

z). Sample text ---------------------------------------------------------------------------------------------------------------- 59

*Make a list of all sections of proposal along with applicable page numbers. Cover this section on one page.*

**Table of Contents**

**Purpose, Scope and Objectives**

*< This is the Purpose, Scope and Objectives of the project and the products to be delivered and those excluded. It should contain a brief statement of the business or system needs or hypothesis to be tested. Every project is designed to serve a need. In this section you provide the background for the project. Overview who needs it and what is the intended user group? What is the value of the product over the status quo? Where will it be used? What hardware and software will be required? >*

**Literature Search Results**

*Write your literature search results with respect to the proposal that you are going to write in detail and give necessary description that you think is essential to be described under this heading write your literature search results with respect to the proposal that you are going to write in detail and give necessary description that you think is essential to be described under this heading write your literature search results with respect to the proposal that you are going to write in detail and give necessary description that you think is essential to be described under this heading write your literature search results with respect to the proposal that you are going to write in detail and give necessary description that you think is essential to be described under this heading write your literature search results with respect to the proposal that you are going to write in detail and give necessary description that you think is essential to be described under this heading*

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**Overview**

**Assumptions and Constraints**

*< List here any assumptions on which the project is based and imposed constraints such as schedule, budget, resources, software to be reused, customer software to be incorporated, techniques to be employed and product interfaces to other products. Include performance or language/platform issues, if appropriate. What hardware and software will be required? State whether these are already available? >*

**Project Deliverables**

*Deliverables include*

* *Software Project Management Plan (SPMP)*
* *<other documents>*
* *Progress report at mid-project (revised SPMP)*
* *<other documents, system, and/or results >*
* *Exposition*

**Schedule and Budget Summary**

|  |  |
| --- | --- |
| Item | Date |
| Project Proposal | <date> |
| Proposal Presentation | <date range> |
| Software Project Management Plan | <expected Studio I date> |
| <other studio I deliverables> | Studio I |
|  |  |
| Studio I Presentation | Studio I |
| Progress Report | Studio II |
| <other Studio II deliverables> |  |
|  |  |
| Exposition paper | Studio II |
| Studio Defense | Studio II |

**References**

*<Insert here any document referred to in the proposal. An example might be articles or Web sites that you consulted during the literature search. >*