**PROJECT PROPOSAL FOR INNOVATION IN SCHOOLS**

**Name of Proponent:**

**Project Title:** sentence summary of the [project scope](http://www.brighthubpm.com/project-planning/10057-defining-the-project-scope-tips-amp-free-template/)

**Project Time-frame:**

**I.Project Contacts**

List the persons who are involved with the project and can be contacted. Be sure to include their names, titles, roles in the project, as well as phone numbers and email addresses

**II. Project Summary**

*The goal of this section is to present the reasons for doing this project as well as stating the project's objectives. In this section in particular it is very important to write concisely and clearly. Be able to answer the following questions:*

* Why are you doing this project?
* What will you be doing?
* How will you be doing it?
* Who will be doing it?
* Where will it be done?
* How long will it take?
* How much will it cost?

**III. Project Background**

Explain what needs/problems you are trying to solve, and why these needs/problems are worth solving. You should also provide a brief setting and history behind the project. This section should be no more than a page. Include references to supporting documentation, such as *project design or lay-out*. This information can be placed in the Index.

**IV. Project Objectives** [State explicity what goals the project is aiming to achieve](http://www.brighthubpm.com/project-planning/26374-smart-goals-in-project-management/).

**V. Project Methodology**

This sections details the plan for how the project objectives will be achieved. It usually starts with a description of the overall approach.

**A.Work Breakdown and Task Time Estimates**

In this section you should create a detailed [project schedule](http://www.brighthubpm.com/project-planning/1856-components-of-a-project-schedule/). Make a list of tasks that will be performed for this project, make sure the list is detailed enough and the tasks broken down

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**B. Project Deliverables**

Make a list of project "deliverables." (These are the products that will be delivered to the client at the end and throughout the duration of the project). Make sure to include a description of the deliverable.

### C. Project Risk Management

This section details the major project risks and delineates the plans to alleviate or control them. Make sure to address each risk's likelihood of occurring as well as its impact on the project and the school.

### VI. Project Costs

In this section you will need to estimate the overall cost of the project.

1. **Project Budget – must be detailed**
2. **Sources –** (source of fund) ***Should not come from the MOOE fund.***