

PROJECT PROPOSAL HEADING

Proposed project timeline

**Project Overview**

**Project Owner**

Eg, MW P&C EC subcommittee

**Purpose and desired outcomes**

**Project implications and potential risks**

**Project Timeline**

Summary of project timeline start to finish

Details to appear on page 3.

**Resources**

People

Teams

Sub-committee

Suppliers

Equipment

Space

Financial Support

Grants etc.

**Budget required**

Budget required and how the project will be funded.

**Communication requirements**

* List all stakeholders and ways to communicate which each of them various stages of the project

**Project Review**

How and when will this project be reviewed to ensure it meets project needs.

**Approvals and Endorsements**

**Motion for General Meeting Members**

**For more information please contact:**

Name

Email

Phone

**Timeline**

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