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### Business Case / Project Proposal

#### Project information

Project Identifier		
Project Title		
Date of submission		
Proposed by	Project Lead:	
	Contact Person:	
	E-mail address/phone:	
Authority responsible (Project Advisor)		

Project Proposal Template

Project Proposal v2.0

Excel Version - adapted from the Commonwealth Project Management Templates  
Please do not edit columns in this report. You may expand the height of rows to accommodate more text. Make sure any changes you perform do not mis-align the report.

Key	cells do not show properly on black and white copies
	data you must provide
	example data that must be replaced with data in your Agency IT Strategic Plan

**A. General Information**  
Provide basic information about the project including: *Project Title* - The proper name used to identify this project; *Project Working Title* - The working name or acronym that will be used for the project; *Proposed Secretary* - The Secretary in whom the proposed agency is assigned or the Secretary that is sponsoring an enterprise project; *Proposed Agency* - The agency that will be responsible for the management of the project; *Prepared by* - The person(s) preparing this document; *Date Prepared* - The date this document is initially prepared.

Project Title	
Project Working Title	
Proposed Secretary	
Proposed Agency	
Proposed Agency Number	
Prepared by	
Date Prepared	

Answer the following questions by marking Yes or No and provide a brief response as appropriate.	Yes	No
Is this an updated Project Proposal Document? If yes, what is the reason for this update?		
Is this a follow-up to a previous project? If yes, what is the project name and date of completion?		
Will the project deliverables replace or complement a group of users? If yes, what is being replaced?		
Is the Project for State (House or Senate)? If yes, what is the amount of funding?		
Is the Project for State (House or Senate)? If yes, what is the amount of funding?		

Points of Contact  
List the principal individuals who may be contacted for information regarding the project.

Position	Title / Name / Organization	Email	Phone
Project Sponsor			
Program Manager			
Project Manager (Designer)			
Proposed Cabinet Secretary			
Proposed Agency Head			
Customer (User) Representative(s)			
Other			

**B. Project Purpose**  
Explain the business reason(s) for doing this project. If the Project Analysis Worksheet was completed, the Project Purpose Section B from the worksheet provides information to support completion of this section.

1. Business Problem  
The Business Problem is a question, issue, or situation, pertaining to the business, which needs to be answered or resolved. State in specific terms the problem or issue this project will resolve. Often, the Business Problem is reflected as a critical business issue or initiative in the Agency's Strategic Plan or IT Strategic Plan.

**Purpose**  
The purpose of the Waikato College Staffing Plan is to identify and set both principles and guidelines to help the College achieve its objectives and to ensure resources are allocated to meet its vision and strategic goals.  
The Staffing Plan is derived from the College's overall Strategic Plan and is linked to it at the following points: Objectives 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100. It is not intended as a guide for the local of specific activities, but to provide a framework for the overall management of the College. It is intended to be used as a reference point for the College's overall management and to ensure that the College's resources are used in a way that is consistent with its vision and strategic goals.

- Values/Behaviours**  
Waikato College will base its human resource strategies on the following principles:
- Staffing should reflect and address the increasing College goals of excellence and ensuring the highest quality of teaching, learning, research and service.
  - Staffing should be based on the principle that there is a place where "the student comes first."
  - The quality of the staff is a critical element in the College according to the requirements of the sector and the community.
  - Employment at the College involves a commitment from both the College and the employee, and the mutual benefit derived from the reciprocal relationship should enhance both.
  - Professional development should be part of the College's commitment to staff. The goal should be to help all members of the Waikato College staff improve their knowledge, skills, and abilities so that they are best able to provide excellent service while carrying out the College's mission.
  - The development of staff at the College is an important value that is maintained in staffing decisions as a rule.

**Project ACRONYM: Project Title**  
Project number: .....

**Financial Plan**

Project start date: .....  
Project duration: .....

Financial data on AAL projects are originally submitted via the electronic proposal submission tool. However, during the negotiation of grant agreements with National Funding Authorities (NFA), changes are likely to occur in the financial plan (e.g. costs that are not accepted as eligible by the NFA, change of a project partner, etc.).

Therefore, this document captures the financial information at the start of the AAL project. **The information should be based on financial data accepted by both the project partner and the AAL funding organisation (e.g. as stated within the national grant agreements).** If the data does not represent bilaterally accepted information, a remark shall be added.

**Consortium overview**

Partner short name	Partner organisation name	Country	National Funding Agency	Budget (in EUR)			Effort (in PM)
				Own contribution A	Requested contribution (EU + national) B	Total partner costs A+B	
Partner 1 (optional)	Partner org. 1						
Partner 2	Partner org. 2						
Partner n	Partner org. n						
Total project							

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Instead, our goal is to make the process easier by providing a professionally designed business plan template that you can edit easily using Word and Excel. Develop Your Business Plan at business.gov.au - This Australian Government site provides a really good business plan template for Word, including a detailed guide, questions to answer, and sample financial statements. Not only that, their enthusiasm to perform the service they are offering must also shine through in order for them to gain new clients. Using the Business Plan Template Editing Headings and Table of Contents Word allows you to assign format Styles to text and paragraphs, and we've designed the template to use these Styles for defining headings, sub-headings, and figure captions. Advertisement Update (7/22/2016): We've added a basic break-even analysis worksheet to the companion Excel workbook. To know the different kinds of proposals and the varying forms it can have, you may utilize the diverse collection of proposal templates on this page. You may download the freelance proposal templates we offer on our website. More Related Templates Write Your Business Plan at SBA.gov - Anybody starting a business should become familiar with the SBA (small business association). We also have grant proposal templates available for download. 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Never write a proposal unless you already have a clear idea of what your client or the reader of the proposal needs. Observe a professional and formal tone. Be confident in delineating the specific items of the project you are proposing. Conduct research and back up with evidence your estimates, especially the ones that concern budgeting. When you are planning on proposing a project idea to your employer or to another business owner, then you may find our collection of project proposal templates of great use. Important: When you paste a chart object into your business plan, make sure to "Paste as a Picture" because pasting the chart as an embedded object means that the entire spreadsheet becomes embedded in your Word document (even though what you see is only the chart). From business proposals, event planning proposals, research proposal, budgeting proposals, and even freelance proposals, our website can provide you with insightful and informative proposal templates that are all available for easy download. Improvements in businesses and companies can be done in many ways such as but not limited to the following: The productivity of the employees of a company The generation of more profits The marketability of the goods and services offered by a company The merging with another company in order to secure more investments and capital for the business from a business partnership The widening of customer base The expansion of a company to other locations or branches The implementation of more effective employee-management strategies To know more about business proposals, refer to our templates on this page. Otherwise, you would not be able to properly create an effective proposal. Download some proposal samples and templates from the Internet in order to obtain an idea on how to format your freelance proposal. It isn't our goal to try to tell you everything you need to know about creating a business plan. The companion workbook combines many of the different spreadsheets you can find on Vertex42.com, but customized specifically for inclusion in a business plan. If you want to insert a table into Word as a "Linked Object" so that when you edit Excel, the table in Word will update automatically, you may have a more difficult time preserving the formatting of the original. YouTube: How to Write a Business Plan - Berkeley-Haas (71 minutes) - This presentation offers both the venture capitalist and entrepreneur perspective on how to write a business plan that can successfully attract funding. To update the Table of Contents, go to the References tab and within the Table of Contents group of buttons, click on Update Table and then "Update entire table." Copy/Paste From Excel to Word For simple tables, you can use Copy/Paste (Ctrl+c / Ctrl+v) to copy a table from Excel to Word. It is for this reason that a freelancer would be able to magnetize clients if they can present to them appealing copies of freelance job proposals. Whatever the type of freelance service you may be offering, you have to make sure that your freelance proposal is an effective one. Business Planning Template Gallery at SCORE.org - This nonprofit organization (supported by the SBA) has provided expertise and free mentorship for millions of small business owners. To help guide you in creating a freelance proposal, here are some guidelines you can follow: Ascertain first that the services you are offering in your freelance job posting or advertisement are congruent to your skills, background, interests, and expertise. SBA.gov also has an online tool for creating a business plan. If you are a freelance event planner, then you may use our event proposal templates. Discover the needs of your client by checking their background and by interviewing them regarding their preferences in terms of the manner they want you to perform your offered services. Once you have all the necessary data pertaining to your client's needs, you may then proceed on writing a freelance proposal. Business proposals are the most crucial tools for business owners and business administrators in ensuring that their business is operating at its utmost and most optimal state. The primary goal of most business proposals is to improve a certain aspect of a business. It was created for newer versions of Word and Excel (Office 2007 or later) so that you can easily change the fonts and color scheme and the file will be compatible with the mobile and web-based Word & Excel apps. So, we have provided a companion Excel workbook with these sample financial statements and other tables and graphs that you can copy and paste into your Word document. Proposal creation would be an easier task if one has a proper template that can guide the creator as to the proper format and content of proposals. Proposals are documents that are famous for its usefulness in improving certain aspects of an organization or a business. They must be able to present their skills and their specialties everytime they want to gain a client or customer. They also have a useful collection of templates. If you want to add a new section so that the Table of Contents updates correctly, just add a new heading in the body of the document and assign it the Heading 1 or Heading 2 style. It is best to use Excel for financial statements, data tables and charts. One of the reasons that so many small businesses fail is that they don't do the necessary up front work to create an accurate and realistic business plan. Write Your Business Plan at Entrepreneur.com - A book written by the staff of a company that should know what they are talking about. Description This template provides a business plan outline with sample questions, tables, and a working table of contents. Freelancers don't have the security that a stable office job offers. This site is a great resource for not only finding sample plans, but also for creating a business plan online using their step-by-step approach. This will typically paste the data as a formatted and editable table in Word, though none of the formulas will be functional within Word (and the table will not be linked to Excel). If you don't want the table to be editable in Word, you can "Paste as a Picture" using Paste Special or by choosing the "Picture" option when you right-click in Word to paste the table. Creating a business plan doesn't guarantee success, but the process of writing a plan is critical for any successful new business. Scroll down below to view our templates and select the ones that suit your needs! 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Make sure that you are able to include the following items in your freelance proposal: the brief description of your qualifications and background in the line of work you are offering the overview of the service you are offering the specific actions or services to be performed the items that must be used during the course of the performance of such services For future references, we also have funding proposal templates. 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The following are some of the most notable advantages of creating proposals: It is a reliable guide in ensuring that the actions indicated in the proposal would be implemented within the appropriate time frame and the budget that has been allotted per item. It serves as a more effective technique in luring customers since it manifests the level of competency of the person making it. It allows the reader of the proposal to gauge his/her capacity to finance the project or agreement being proposed. In turn, a client can then adjust his/her expectations from the person proposing based on the level of feasibility that can be perceived upon the proposal. 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Match the content and format of the proposal to its purpose. A business proposal may acquire different forms depending on the type of purpose that has caused its creation. YouTube: How to Write a Business Plan - Business Wales (3 minutes) - This video offers a quick overview and tips for the essential parts of a business plan. Working at a company, an educational institution, or even for a government agency provides one with a certain cushion of security that they would still earn money even at times when they are no longer feeling motivated to do their jobs. However, for freelancers, their cases are entirely the opposite.

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