Preliminary Project Proposal   
(i.e. Preliminary Study Request)

|  |  |
| --- | --- |
| *Project Title* | [type the project title here] |
| *Project Manager* |  |
| *Potential Sponsor* |  |
| *Study Start Date* |  |
| *Study End Date* |  |
| *Estimated resource required for this Preliminary Study Request[[1]](#footnote-1)* |  |

# Document Control

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| --- | --- | --- | --- |
| *Version* | *Revision Description* | *Revised By* | *Revision Date* |
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# Project Approval

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| --- | --- | --- | --- |
| *Version* | *Approval Requirements / Remarks* | *Approved By* | *Approval Date* |
|  |  |  |  |
|  |  |  |  |

# I Preliminary Project Details

|  |  |
| --- | --- |
| Project Overview & Business Need & Objectives | * Describe the project summary and background * Describe the business problem to be solved * Describe the risk of not pursuing this project * Include money saving and business benefits |
| Scope & Out-of-scope & Alternatives | * Define what is IN and OUT of scope. * Describe the alternatives of the project * If applicable, explain the applications to be affected or related |
| Assumptions & Constraints | * Explain assumptions and constraints * Describe any dependencies, such as those that need to be completed prior to this project or those that will be enabled as a result of it. |
| Requirements & Success Criteria | * List known requirements, success criteria, or any non-functional requirements, such as quality standards |
| **Project Team & Estimated Manpower** | * List roles, e.g. programmer, business analyst, tester, and etc. * Estimated person-months required |
| **Project Budget** | * Estimate equipment, material, and other costs * Estimate ongoing operation costs |
| Stakeholders & Their Roles | * List affected departments, groups, or individuals |
| Milestones & Deliverables | * Determine milestones (usually two months per milestones) or releases * Identify deliverables of each milestone * Estimated project duration and project completion deadline if any |
| Remarks | * List potential risks |

1. Project Proposal is for those projects that meet any of the following criteria:

   Project duration will be more than SIX months

   Project manpower will be more than SIX man-months

   Overall cost will be more than ONE millions Hong Kong Dollars [↑](#footnote-ref-1)