|  |  |
| --- | --- |
| **Project Title** |  |
| **Project Sponsor** |  |
| **Project Leader** |  |
| **Date** |  |
| **Version** |  |

|  |
| --- |
| 1. **Project Intent (Business Need)** |
| 1. **Outcome to be Achieved** |
| 1. **Deliverables** |
| 1. **Assumptions** |
| 1. **Constraints** |
| 1. **Description of Proposal (What)** |
| 1. **Motivation & Rationale (Why)** |
| 1. **Scope[[1]](#footnote-1)** |
| 1. **Out of Scope** |
| 1. **Alternatives Considered** |
| 1. **Cost Summary[[2]](#footnote-2)** |
| 1. **Performance Metrics** |
| 1. **Proposed Schedule & Key Milestones** |
| 1. **Proposed Project Management Approach** |

**Financial Indicators (at high level with estimates)**

|  |  |
| --- | --- |
| Capital Investment |  |
| Net Present Value |  |
| Discounted Payback Period |  |
| Internal Rate of Return |  |

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** | **Name:** | **Sign:** | **Date:** |
| **Originator** |  |  |  |
| Project Sponsor: |  |  |  |
| Project Manager: |  |  |  |
| Other (Specify): |  |  |  |
| Approving Director 1: |  |  |  |
| Approving Director 2: |  |  |  |

1. Including Battery Limits. [↑](#footnote-ref-1)
2. Cost accuracy for project brief estimation +/-20%. List major component and category costs. [↑](#footnote-ref-2)