A close up of a message

Description automatically generated

**Advisor name**

Organization address:

**Email**: name@domain.com

**Phone:** (xxx) xxx-xxxx

**PROJECT NAME**

ORGANIZATION NAME

**SUBMITTED BY:**

1-

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# **EXECUTIVE SUMMARY**

# **PROJECT OVERVIEW**

# **SCOPE OF WORK**

By this section you can really zero in on the specific challenges you’ve identified which may impact your target project. Give details where you can and show your assumptions where necessary.

## CHALLENGES AND GOALS

|  |  |
| --- | --- |
| **Challenges** | **Goals and Objectives** |
| Project challenge 1 | Identifying target |
| Project challenge 2 | Completing analysis |

## DELIVERABLES AND TIMELINE

|  |  |
| --- | --- |
| **Deliverables** | **Timeline** |
| research and analysis | MM/DD/YYYY |
| Set up Project plan | MM/DD/YYYY |
| Set up executing plan | MM/DD/YYYY |

## COST, PAYMENT, AND LEGAL MATTERS

Below you will find a detailed outline of the proposed pricing, payment schedule and payment terms offered by [Your Project]:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Price** | **Qty** | **Subtotal** |
|  |  |  |  |
|  |  | Subtotal | $0.00 |
|  |  | Discount | $0.00 |
|  |  | Tax | $0.00 |
|  |  | Total | $0.00 |

## **PAYMENT SCHEDULE**

|  |  |
| --- | --- |
| **Payment amount** | **Payment Due Date** |
| Payment amount | MM/DD/YYYY |

# **TERMS AND CONDITIONS**

The final stage is to summarize the overall agreement you’re entering into, and close the project. Once you’ve reached this stage, so it’s very important to make this section thorough, clear, and accurate. Get legal advice if you need it, to make sure you’ve covered all your bases.

Make sure you capture details such as:

* Project timeline and milestones
* Dates for review as needed
* Payment terms, dates and methods

# **AGREEMENT**

In signing this document below, [Your Name] and [Advisor Name] confirm their agreement to the terms and conditions laid out in this Project proposal and form a binding contractual agreement beginning on the date of signing.

[Your Project leader] [Your Project Advisor]

Signature Signature

Date Date

[Your Name] [Advisor Name]