

Project Description Document

Capital Investment Proposal

Project Title:	[Insert Project Name]
Prepared by:	[Name/Department]
Date:	[DD/MM/YYYY]
Project Sponsor:	[Sponsor Name/Role]

1. Executive Summary

[Provide a brief summary of the project, key objectives, and anticipated outcomes. Summarize the rationale and overall benefit of the investment.]

2. Project Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

3. Project Scope

[Clearly define what is included and excluded in the scope of this project. List the main deliverables and key milestones.]

4. Business Justification

[Explain the business need, benefits to be realized, alignment with strategic goals, and why this investment is necessary at this time.]

5. Financials

- **Estimated Capital Expenditure:** [Amount]
- **Operating Costs:** [Annual Impact]
- **Expected ROI/Payback Period:** [years]
- **Funding Source(s):** [Source]

6. Risk Assessment

- [List key risks and mitigation actions]
- [For example, schedule delays or budget overruns]

7. Project Timeline

Start Date: [DD/MM/YYYY] **End Date:** [DD/MM/YYYY]

1. Milestone 1: [Description] - [Date]
2. Milestone 2: [Description] - [Date]
3. Milestone 3: [Description] - [Date]

8. Approvals

- [Name/Role] - [Signature/Date]
- [Name/Role] - [Signature/Date]

Important Notes:

- Clearly articulate the business value and alignment with organizational strategy.
- Ensure all cost estimates are supported by reliable data and clear assumptions.
- Identify and assess major risks with mitigation measures.
- Obtain required approvals before project initiation.
- Update the document if key project assumptions change.