

Project Justification Document

Project Title:

[Insert project title here]

Project Sponsor:

[Insert sponsor's name/department]

Date:

[Insert date]

1. Executive Summary

[Provide a brief summary describing the project, its goals, and why it is needed.]

2. Problem Statement / Need

[Clearly define the problem or need the project addresses. Describe the current state and the gap or issue.]

3. Project Objectives

- [State specific, measurable objectives the project aims to achieve]
- [Objective 2]
- [Objective 3]

4. Proposed Solution

[Briefly describe the proposed solution or approach. Include how it addresses the problem or need.]

5. Benefits & Value

- [List key benefits or value the project delivers]
- [E.g., time savings, cost reduction, improved quality, compliance, etc.]

6. Risks & Constraints

[Outline any significant risks or constraints associated with the project.]

7. Estimated Resources / Budget

[Summarize the estimated resources required, including budget, personnel, and timeline.]

8. Success Criteria

[Define how success will be measured for the project.]

Important Notes:

- A Project Justification Document is used to secure approval and commitment to a project.
- It should clearly define the problem, proposed solution, and value proposition.
- Ensure alignment with organizational goals before submission.
- Provide realistic estimates and address potential risks honestly.