

Project Justification Document

Project Name	Sample Project Title
Date	YYYY-MM-DD
Prepared By	Project Manager Name

1. Purpose

State the primary purpose of the project justification document, including why the project is proposed.

2. Background

Provide context and background information leading up to the need for this project.

3. Problem Statement

Describe the current problem or opportunity that the project will address.

4. Project Objectives

1. Objective 1
2. Objective 2
3. Objective 3

5. Justification

Summarize the main reasons supporting the need for this project. This can include benefits, value to stakeholders, or strategic alignment.

6. Alternatives Considered

- Alternative 1 – with brief explanation
- Alternative 2 – with brief explanation
- Alternative 3 – with brief explanation

Explain why the proposed approach is preferred over others.

7. Expected Benefits

- Benefit 1
- Benefit 2
- Benefit 3

8. Risks and Mitigation

Outline key risks involved in the project and proposed mitigation strategies.

9. Estimated Cost and Resources

Provide a summary of estimated project costs and resource requirements.

10. Conclusion

Summarize the justification and reiterate the need to proceed with the project.

Important Notes:

- This document should provide a clear rationale for initiating the project.
- Justification should be supported by data, analysis, or research where possible.
- Be concise and focused; avoid unnecessary details.
- Update the document as more project information becomes available.
- Tailor the format to suit your organization's requirements and approval process.