

# 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

- Objective 1
- Objective 2
- 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.