

Course Description

Writing a Project Proposal AMS1031

14 Professional Development Units / On-line 12
14 Education Hours / On-line 12



Overview

A project proposal helps to determine if a project is feasible, practical, and worth pursuing. Project proposals are usually written to meet a specific organizational need. This course will teach you about the things that need to be included in a project proposal as well as taking you through the steps of writing one. You will learn the fundamentals involved in writing and establishing the goals of a project proposal.

Learning Objectives

- Establish project needs and learn how to incorporate them into the proposal
- Evaluate the solution
- Establish the goal of the project
- Learn how to discover product/service requirements
- Determine if the project aligns with the overall strategic goals
- Write a top-level description of the scope of the project
- Identify and analyze any project risks that may effect the project
- Learn how to create the preliminary schedule
- Estimate the cost of the project
- Identify resources and how to use them for the project

Format

The format of the class is highly interactive and how-to oriented. Discussion of concepts and principles is followed by team exercises using a real project chosen by the attendees. The emphasis is on the practical application and adaptation of selected tools and processes to small projects.

Delivery Options

Duration

2 days / On-line 12 hours

Who Should Attend

Any one in charge of writing project proposals in their organization.