



DATE:

SUBMITTED BY:

TITLE/ROLE:

## Executive Summary

A concise overview of the proposal, highlighting the software's purpose, benefits, and alignment with company goals.

## Introduction

Identify the current challenges or inefficiencies within the organization that necessitate the adoption of new software.

## Objectives

List specific objectives the proposed software aims to achieve (e.g., increased efficiency, cost reduction, enhanced security).



## Scope and Deliverables

Outline the software capabilities and use cases.

## Benefits

Detailed descriptions of advantages the software brings to the organization.

## Risks and Challenges

Identification and mitigation strategies for potential risks.

## Cost-Benefit Analysis

Breakdown of costs associated with acquiring and implementing the software against projected benefits.



## Resource Requirements

Resource allocation needed for software implementation.

## Timeline and Milestone

A detailed implementation plan with achievable milestones.

## Recommendation and Conclusion

A summarized call-to-action based on analysis.