# Appendix 2

## APM Project Management Challenge Project Proposal

**Deadline for submission 4 December. Please email to** [volunteers@apm.org.uk](mailto:volunteers@apm.org.uk)

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| **Title** | **APM Project Management Challenge – Proposal Submission** |
| **Purpose** | The proposal should provide a persuasive synopsis of your team’s project including an outline, high-level schedule of how you will achieve your objective. |
| **Composition** | Project teams are expected to provide a proposal that makes a persuasive and realistic argument for delivering their project of choice. The proposal must be no more than 3,500 words. A template for structuring your proposal is included below.  The proposal will be scored against the following competences:  **1. Lifecycles:** The ability to structure and organise change initiatives.  **2. Business case**: The ability to prepare, gain approval of, refine and update business cases that justify the initiation, investment and/or continuation of change initiatives in terms of benefits, costs and risks.  **3. Requirements management:** The ability to prepare and maintain definitions of the requirements of change initiatives.  **4. Risk and issue management:** The ability to identify and monitor risks (threats and opportunities); to plan and implement responses to those risks and respond to issues that affect a change initiative. |

## Proposal template

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| **Project overview** |  |
| **Objectives** |  |
| **Project scope and deliverables** |  |
| **Risks and opportunities** |  |
| **Project schedule** |  |
| **Budget** |  |
| **Planned resources** |  |
| **Success Criteria/ KPIs** |  |

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