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Project Concept Form

One of the first steps in a credible project justification is to spell out the concept in a way that shows all stakeholders the proposed functionality and benefits. Unfortunately, this critical phase of project management is often glossed over with an “it’ll be great” in some manager’s meeting.

This sample Project Concept from [Toolkit Café](#) lays out the idea for a wiki knowledge management system, but you can modify the Word document to serve as a template for any project in your organization. The form breaks out discussion of a new project idea in four sections:

- Business Need
- Strategic Direction
- Organizational Needs and Deficiencies of Current System
- Alternatives

Included in this ZIP file are:

- Project Concept.doc
- Intro Doc.pdf
- Terms and Conditions.pdf