



Solicitation Project

Project Team

Kick-Off Meeting (date/time)

Bid Owner

SELECT

Sales Lead

SELECT

Operations

SELECT

Finance Rep

SELECT

Legal

SELECT

Lead Writer

SELECT

Contributors

SELECT, ,

Production

SELECT

Project Work Plan: Technical Proposal

Concept/Strategy Meeting

First Draft

Distribution Date

Draft Review/Edits

Draft Edits to Writer

Final Draft

Distribution Date

Draft Review/Edits

Draft Edits to Writer

Technical Proposal Complete

Project Work Plan: Cost Proposal

Preliminary Budget Completed

Preliminary Budget Review

Final Budget Completed

Budget Briefing with Dr. Caskey

Final Budget Review with Dr. Caskey

Cost Proposal Complete

Forms and Resumes

Forms

Required Forms (indicates signature required)

Forms Completion For Signature Date

Resumes to Corporate (date)

Formatting Resumes Completion Date

Resumes

Production, Submission and Shipping Details

Ship Date

Number of Originals

Number of Copies

Number of Electronic Copies

Submission Address (from Solicitation Summary)

Special Instructions:

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Additional Notes