

Develop a Project Proposal

Outline of Proposal Process ROI Institute, Inc.

General Description/Understanding

This section describes the overall issues, events, and processes that have led to this project. It outlines the understanding between the parties in very general terms.

Objectives of Project

This section details the specific objectives for this project.

Steps/Sequence

This is the major part of the project; it outlines the specific steps that will be taken to deliver the project, including the sequence. For impact studies, this details the steps in conducting the study.

Team

This section describes the individuals directly involved in the project and, if feasible and necessary, the percentage of time contributed by each.

Project Plan

This details, often in a brief form, the timing of the project, with steps, beginning with the go-ahead of the project and the final communication of the last deliverable.

Deliverables

This section details specifically what will be delivered, e.g., a workshop, an impact study, a report, etc. It also identifies specific processes to communicate the final results, such as a meeting, conference call, etc.

Cost

This details the specific costs, often by steps, to show the total costs for the project. Unknown expenses, such as travel and telephone calls will be estimated. Other costs, such as fees, will be fixed.

Invoicing

This briefly describes how invoices will be processed and the different breakdown of invoices into different segments, if necessary.

Principal Contacts

This details of who will be the principal contact(s) for the project.

Satisfaction Guarantee

This is the general statement for the guarantee of satisfaction of the product and/or service delivered.