** It Bid Proposal Template**

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| PROJECT TITLE |   |   |   |
| SUBMITTED BY |   | SUBMITTED TO |   |
| PHONE / EMAIL |   | RECEIVER PHONE / EMAIL |   |
| DATE SUBMITTED |   | PROJECTED START DATE |   |
|  |  |  |  |
| Provide Name, Title, Phone, and Email Address for each stakeholder, below. |  |
| PROJECT SPONSOR Commissions delivery of and champions project; Provides vision and direction, accepts responsibility |
|   |   |   |   |
| FUNDING SPONSOR Person / department obtaining budget required |
|   |   |   |   |
| PROJECT OWNER Confirms need for project and validates objectives; Provides specs, monitoring, overall delivery |
|   |   |   |   |
| PROPOSAL FACILITATOR Proposal preparation support |   |   |
|   |   |   |   |
| ADDITIONAL STAKEHOLDERS |   |   |
| STAKEHOLDER NAME | STAKEHOLDER ROLE |
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| PROJECT NAME AND DESCRIPTION |   |   |
|   |   |   |   |
| PURPOSE / GOALS |   |   |
|   |   |   |   |

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| --- | --- | --- | --- |
| ASSUMPTIONS |   |   |   |
|   |   |   |   |
| MEASUREMENTS OF SUCCESS |   |   |
|   |   |   |   |
| RISK FACTORS |   |   |   |
|   |   |   |   |
| APPROACH |   |   |   |
|   |   |   |   |
|  |  |  |  |
| SCOPE OF WORK |   |   |
| FUNCTIONS / PROCESSES IMPACTED BY PROJECT |
| IN SCOPE |   |   |   |
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|   |   |   |   |
| OUT OF SCOPE |   |   |   |
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| UNCERTAIN |   |   |   |
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| INTERDEPENDENCIES / REPLACEMENT / CONSOLIDATION WITH OTHER SERVICES, PROJECTS, AND SYSTEMS |
| IN SCOPE |   |   |   |
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| OUT OF SCOPE |   |   |   |
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| TIMELINE / MILESTONES |   |   |
| OVERVIEW |   |   |   |
| MILESTONE |   |   | DEADLINE |
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| PROJECT COST AND RESOURCE ESTIMATE |
| OVERVIEW |   |   |   |
| NEEDS / INVESTMENT |   |   | COST |
| STAFFING - TECHNICAL |   |   |
| STAFFING - FUNCTIONAL |   |   |
| CONSULTATION |   |   |   |
| TRAINING / DOCUMENTATION |   |   |
| HARDWARE |   |   |   |
| SOFTWARE |   |   |   |
| OTHER |   |   |   |
| ESTIMATE TOTAL |   |   | $  |

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