**[](https://goo.gl/Hxn63L) 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 | | | |
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| PROPOSAL FACILITATOR Proposal preparation support | |  |  |
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| 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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