Request for Quotation

Project Name

LCubed

Level 1, 228 Swan Street

Richmond, VIC, 3121

08 August 2014

Julliana

**Table of Contents**

[1. Executive summary 3](#_Toc379213560)

[Key Objectives 3](#_Toc379213561)

[Return on Investment 3](#_Toc379213562)

[Project Scope 3](#_Toc379213563)

[Costs & Budget 3](#_Toc379213564)

[Timeline & milestones 3](#_Toc379213565)

[2. Project objectives and benefits 4](#_Toc379213566)

[Introduction 4](#_Toc379213567)

[Objectives 4](#_Toc379213568)

[Fit with organisational goals 4](#_Toc379213569)

[Benefits 4](#_Toc379213570)

[3. Return on investment 5](#_Toc379213571)

[4. Roles and Responsibilities 6](#_Toc379213572)

[5. Process and timelines 7](#_Toc379213573)

[6. Scope: Features and functions 8](#_Toc379213574)

[Functional areas 8](#_Toc379213575)

[ROI & Benefits by functional area 9](#_Toc379213576)

[ROI & Benefits by feature 10](#_Toc379213577)

[Functional Area One 10](#_Toc379213578)

[Functional Area Two 10](#_Toc379213579)

[Functional Area ... NNN 10](#_Toc379213580)

# Executive summary

## Key Objectives

Projects contribution to your organisations mission

## Project Scope

The full project scope contains functional areas and features within each of these functional areas. Each of the features can present operational improvements, or benefits to stakeholders. A breakdown of these [features and functions is provided below](#_Scope:_Features_and).

In total there are < Features count > desired features, broken into <Functional areas count> Functional areas or groups.

## Timeline & milestones

The project duration is expected to be 30 days.

The intended start date is: 01 August 2014

The target completion date is: 31 August 2014

The project will include key milestones, these will help us monitor and keep the project on time and budget. The milestones are not finalised, but are likely to include:

|  |  |
| --- | --- |
| Milestone name | Date |
| Project Commencement | 01 August 2014 |

# About LCubed

3121

# Project objectives and benefits

## Introduction

This section presents the motivations for the project. These include project our objectives, how these fit with our organisational strategy and other benefits.

## Objectives

Projects contribution to your organisations mission

## Fit with organisational goals

Project contribution to (medium term) organisational goals

# Roles and Responsibilities

The input and participation of a number of our team members, they are listed below along with their roles and responsibilities.

|  |  |  |
| --- | --- | --- |
| Team member | Role | Responsibility |
|  |  |  |
|  |  |  |
| <team member> | <Member role> | <Member Responsibility> |

# Process and timelines

We are expecting the project to be delivered during the following period, the project is broken into key milestones shown:

## Timeline & milestones

The project duration is expected to be 30 days.

The intended start date is: 01 August 2014

The target completion date is: 31 August 2014

The project will include key milestones, these will help us monitor and keep the project on time and budget. The milestones are not finalised, but are likely to include:

|  |  |
| --- | --- |
| Milestone name | Date |
| Supplier engaged | 03 August 2014 |

# Evaluation criteria

Your response will be evaluated on the following criteria in priority order:

1. Match to functional requirements
2. Value for money
3. Organisational fit
4. Strength of project process
5. References
6. Locations and logistics

Note: this will be an ordered list, may need more...?

# Scope: Features and functions

## Functional areas

This project will see the delivery of <total number of features> features, broken into <total number of functional areas> groups or functional areas. The functional areas are:

Functional area name: <Functional area one name>

Functional area description:

<Functional area description>