

1. Cover page
 - a. Title – most important
 - b. Submitted to – name-designation, organization
 - c. Submitted by- name-designation, organization
 - d. date
2. TOC
3. Background/Introduction – page no start from here: Explains the purpose of the proposal
4. Objective
 - a. Broad: reflects the title
 - b. Specific: breakdowns the broad obj. into specific tasks
5. Scope (of work): defines the boundary of the project
6. Methodology: how will you do the project in detail
 - a. Data source
 - b. How will you access those data
7. Timeline chart: using color to identify every activity, use start date – end date
8. Team members: list and brief cv of the team members
9. Budget: cost of the project
 - a. Cost breakdown
 - b. Mode of payment
10. Conclusion
11. Reference (if any)