Logo

Name of Company (Group)

Name of Project

Request for Proposal

Version 1.0

Document History

Version	When	Who	What
1.0	Date	Names of author(s)	Initial Drafting

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1.0   Problem description / opportunity / expression of need

What is the need for improvement of the existing *system, or the need for the new system?

2.0   Project Objectives

Specify the main objectives in detail. Include rational as to why each objective is important to your group.

3.0   Current system(s) – if any / similar systems

Current system(s) used by your group (if any). If none, are there any systems that are similar to the one you would like to build?

4.0   Intended users and their basic interaction with the system

Users could be in the client (your) organization or outside.

5.0   Known interactions with other systems within or outside of the client organization.

List up to three.

6.0   Known constraints to development

List up to three.

7.0   Project Schedule

Broad overview. Must agree with the course schedule. Can include some of the potential meeting dates with milestones included.

8.0   How To Submit Proposals

Instructions for submitting proposals (i.e. electronically, etc.)

9.0   Dates

Deadline for submission and when respondents will be notified that a winner is chosen.

10.0 Glossary of terms

Terms that are meaningful to your client group but might not be understood by someone outside your group.

*Note: Remember that "system" means product, service, and/or system your group would like to see created, built, upgraded, and/or changed. It is a broad term.