

## Project Delivery System

Today's Date:		Proposal Due Date:		
Name of Proposal:		Proposal Coordinator:		
Capture Manager:		Practice Lead:		
Major writers on this team:				
Pink Team Reviewers:				
Red Team Reviewers:				
<b><u>The Team</u></b>				
<b>Question</b>	<b>Your Response/Comments</b>			
Did the team meet all the scheduled milestones?				
Did your initial estimate of resources/writers/reviewers hold true?				
If you kept to scheduled milestones, how did you accomplish this?				
Was this team cohesive?				
Did you take time to develop a strategy based on your strategic knowledge of this client?				
Was this strategy woven into the proposal?				
Writer's performance: Based on their individual writing styles, would you include them in future efforts in this same role? Why or why not? List any strengths/value add each writer brought to this effort.				
<b><u>The Proposal Process</u></b>				
- Kickoff meeting				
- Content/Theme Planning				
- Writing Assignments				
- Sticking to Schedule				
- Communication				
- Pink Team Review				
- Red Team Review				
- QC				
- Final Production				
What could be done differently with the existing process (or implemented into the process) to resolve above issues?				
What (if any) were the obstacles beyond our control that affected this proposal?				
How can we better plan for unforeseen challenges in the future?				
Were the Pink/Red team reviewers helpful and appropriate for this effort?				
Any other comments you care to make?				
What one thing do you take away as a lesson learned?				
<b>Your name and role in the proposal:</b>				
<b>Your rating of the final proposal:</b>	Outstanding	Above Average	Average	Below Average