

513 Studios

Dread

Request for Proposal  
Version 1.0

Document History

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| --- | --- | --- | --- |
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# Problem Description / Opportunity / Expression of Need

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

# Project Objectives

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

# 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?

# Intended users and their basic interaction with the system

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

# Known Interactions with other systems within or outside of the client organization

List up to three.

# Known Constraints to Development

List up to three.

# Project Schedule

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

# How to Submit Proposals

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

# Dates

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

# 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.