Name of the Company (Group)

Name of the Project

Request for Proposal
Version 1.0

Date

Document History

Version	When	Who	What
1.0			Initial Drafting

Table of Contents

1.0 Problem description / expression of need

What is the need for improvement in the client organization?

2.0   Project Objectives

Specify the objectives in detail

3.0 Current System(s)

Current system(s) at the client organization (if any)

4.0 Intended users and their interaction with the system

In the client organization or outside

5.0 Known interaction with other systems within or outside the client organization

List up to three

6.0 Known constraints to development

List up to three

7.0 Project Schedule

Broad overview, to be derived from course schedule

8.0 Project team

Project team member's info and roles
Contact info

9.0 Glossary of terms