Project Title:

Agency (Customer):

Date:

Keywords:Team member: (company name)

PROJECT SUMMARY

Give a brief (2-3 paragraph)Provide a summary description of the project.

PROJECT TYPE and SCOPE

* Indicate the scope(s) applicable to the project
* The project category and activity type (relative to the RFP/SOW), and other applicable details regarding the type of project.
* Cost, contract number, COTR/contact tel and email, LOE/scope

PROJECT CONTACT(s), LEVEL OF EFFORT

Provide contact information and roles/responsibilities for the project proponent(s).

Entities Involved in the Project

Provide contact information and roles/responsibilities for any other entities involved in the development of the project -- was your firm a prime or subcontractor, was the project task-order based, etc.?

INCEPTION/COMPLETION DATES

2010-present Started

2xxx-2xxx Underway

etc.

Now write about the project – keep to the topic, relevant to the scope of work and proposed effort. Focus on overall Management approach, methodologies, quality and other processes.

Provide the title, reference and version number of the methodology or methodologies applied to the project, any legal, regulatory, industry or other applicable standards. Illustrate how the project activity(s) met the applicability conditions of the methodology(s) applied to the project. How did you gather, analyze, process, evaluate, and disseminate large data sets, or other health-related resource and services information? What automation, business process improvement, architectural improvements did you support?

Relevance to this Effort:

|  |  |
| --- | --- |
| Task Area |  |
| Task Area |  |
| Task Area |  |
| Task Area |  |
| Task Area |  |