

Project Proposal Checklist

Project Name:		Project Number:	
Client:		Project Manager:	
Proposal Elements	Key Proposal Objectives	Response	
Proposal Background	Have we effectively documented our understanding of the prospect's situation?		
Market Environment	Have we appropriately described the current and future market trends and directions in the prospect's market?		
Objectives	Did we clearly document the prospect's specific objectives?		
Project Scope & Approach	Have we confirmed the scope of our proposed work? Have we outlined a "customized" version of the Project Management Methodology for the planned project?		
Key Deliverables	Have we outlined the key deliverables that will be developed or acquired in the project?		
Professional Resources	Have we accurately determined the skill requirements for project success?		
Project Benefits	Have we identified the value that will be derived by the prospect's quantitative and qualitative benefits resulting from a successful project?		
Fees & Expenses	Have we accurately estimated our professional fees, out-of-pocket expenses and payment terms?		
Terms / Conditions	Have we accurately described standard business / project terms and conditions?		