

Preview

Request for Proposal

for

<project>

Version 1.0 draft 1

Prepared by <author>

<organization>

<date created>

<Change the footer and header text to reflect the correct copyright date, acquirer company name, and project name.>

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Revision History

Name	Date	Reason for Changes	Version
		initial draft	1.0 draft 1

5. Project Overview

<Provide a concise vision statement that gives a high-level description of the product being developed, its context and origin, its intended purpose, scope (what will be included) and limitations (what will not be included), and your primary business objectives.>

6. Statement of Work

<The statement of work states the management requirements for the project, describing the acquirer's expectations from the supplier and the ways in which the acquirer and supplier will work together.>

6.1 Project Organization

<Identify the project manager, supplier's subcontract manager (primary point of contact for the supplier), subject matter experts, any technical coordinators, verification engineers, testing and quality assurance staff, and other key personnel. Describe their roles and responsibilities with respect to the subcontracted project.>

6.2 Communication

<Describe how communications will be conducted and managed between the acquirer's subcontract project manager and the primary point of contact at the supplier. Describe how technical interactions between other key members of the supplier and acquirer staffs will take place. Possibilities include face-to-face meetings, teleconferences, and commenting on documents through word processor revision markup and inserted annotations (such as Microsoft Word comments). Identify points at which face-to-face interactions will be needed and the expected participants. Indicate who will be responsible for travel costs for such meetings. Identify the key project decision-makers on the acquirer side.>

6.3 Dependencies and Constraints

<Identify any known dependencies that this project has upon external factors, such as other projects or products or components to be reused from previous projects, as well as key intraproject dependencies. Itemize any constraints within which the project must operate, including pertinent corporate policies, industry standards, government regulations, or other business rules.>

6.4 Design, Development, and Implementation Methods

<Specify the technical methods and the development tools and environments to be used for building the product. Include design modeling conventions or tools, source code control procedures, quality assurance and testing procedures, backup and recovery procedures, and the like. Indicate who will be the intellectual property owner of the design documentation. Indicate how the design will be reviewed, with participation by the acquirer's technical staff.>