**IT BID PROPOSAL**

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| **Project Title** |  |  |  |
| **Submitted By** |  | **Submitted To** |  |
| **Phone / Email** |  | **Receiver Phone / Email** |  |
| **Date Submitted** |  | **Projected Start Date** |  |
| Provide Name, Title, Phone, And Email Address for Each Stakeholder, below. | | |  |
| **Project Sponsor** Commissions Delivery of And Champions Project; Provides Vision and Direction, Accepts Responsibility | | | |
| **Funding Sponsor** Person / Department Obtaining Budget Required | | | |
| **Project Owner** Confirms Need for Project and Validates Objectives; Provides Specs, Monitoring, Overall Delivery | | | |
| **Proposal Facilitator** Proposal Preparation Support | | | |
| **Additional Stakeholders** | | | |
| **Stakeholder Name** | | **Stakeholder Role** | |
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| **Project Name and Description** | | | |
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| **Purpose / Goals** | | | |
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| **Assumptions** |
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| **Measurements Of Success** |
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| **Risk Factors** |
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| **Approach** |
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| **Scope Of Work** |
|  |
| **Functions / Processes Impacted by Project** |
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| **In Scope** |
| **Out Of Scope** |
| **Uncertain** |

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| **Interdependencies / Replacement / Consolidation with Other Services, Projects, And Systems** | | | |
| **In Scope** |  |  |  |
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| **Out Of Scope** |  |  |  |
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| **Uncertain** |  |  |  |
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| **Timeline / Milestones** | | | |
| **Overview** | | | |
| **Milestone** | | | |
| **Deadline** | | | |
| **Project Cost and Resource Estimate** | | | |
| **Overview** | | | |
| **Needs / Investment** | | | **Cost** |
| Staffing - Technical | | |  |
| Staffing - Functional | | |  |
| Consultation | | |  |
| Training / Documentation | | |  |
| Hardware | | |  |
| Software | | |  |
| Other | | |  |
| **Estimate Total** | | | $ |