**IT BID PROPOSAL**

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |
|  |  |
|  |  |
|  |  |
| **Project Name and Description** |
|  |
| **Purpose / Goals** |
|  |

|  |
| --- |
| **Assumptions** |
|  |
| **Measurements Of Success** |
|  |
| **Risk Factors** |
|  |
| **Approach** |
|  |
| **Scope Of Work** |
|  |
| **Functions / Processes Impacted by Project** |
|  |
| **In Scope** |
| **Out Of Scope** |
| **Uncertain** |

|  |
| --- |
| **Interdependencies / Replacement / Consolidation with Other Services, Projects, And Systems** |
| **In Scope** |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
| **Out Of Scope** |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
| **Uncertain** |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |   |   |   |
| **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** | $  |