



To: **Solution Dynamics** From:

Request for Proposal

Project Caption

RFP Issuer:

RFP Date:

RFP/RFQ Type:

Proposed Budget:

Project Name:

Desired Start Date:

Project Background/Overview & RFP (Business Issue/Opportunity)

Project Business Goal & Objectives

- Business goal is
- Project objectives start with:
 1. Gaining complete clarity on the client's expectations/needs (e.g. client's preferred proposal specifications if any;
 2. Arrange for modes of communication (e.g., skype, web-meeting platform, email); and
 3. Arrange for mode(s) of collaboration (e.g. possible project tools such as a shared drive, wiki, etc.);
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Critical Success Factors and Benefits

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Schedule (To be finalized during initial client consult)

Project Milestone	Date Estimate	Deliverable(s)
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
9)		
10)		