



E-books (Pre-Award) in 8 milestone-based blocks

Block 1 – An operational foundation (Week 0 + Week 1)

What you'll have by the end of this block:

- A clearly defined case (real or simulated) with a measurable objective and clear deadlines.
- An operational repository (structure, naming conventions, version control, and a **single source of truth**).
- A minimum viable **POS (Proposal Operating System)** with:
 - Roles + RACI (who does what, and who decides).
 - Scheduled rituals (Triage, Go/No-Go, QA Gate, Pre-Flight).
 - SLAs and alerts (anti-chaos rules).
 - A visible pipeline (inputs/outputs by stage).
- A final deliverable aligned to your track:
 - **[NGO]** Internal SOP (2–4 pages)

Result: your operation stops running on “memory and WhatsApp.”

Block 2 – Decide fast what's in and what's out (Week 2)

What you'll achieve:

- A weighted scorecard (weights + thresholds) and knock-out criteria so you can decide:
 - **GO / NO-GO / conditional GO** in 5 minutes, backed by evidence.
- A one-page **Decision Guide** for leadership/clients.
- An opportunity log to learn from patterns and prioritize over time.

Result: no more “sounds good, let's do it” decisions without real capacity.

Block 3 – Turn guidelines into an action plan (Week 3)

What you'll achieve:

- An actionable **Alignment Matrix** (Hard / Preferred / Evaluated) that turns reading into:
 - internal evidence
 - gaps
 - fixes with owner + due date
- A **Top Gaps Plan** and a decision draft (GO / NO-GO / GO with changes) based on real risks.

Result: fewer “avoidable” disqualifications due to annexes, formatting, or budget issues.

Block 4 – Turn analysis into an executive decision (Week 4)

What you'll achieve:

- A client-ready **Donor Fit Memo** (1–2 pages) that enables a 5-minute decision:
 - recommendation (GO / NO-GO / GO with changes)
 - 3 evidence-backed reasons
 - risks + mitigation (including compliance)
 - recommended changes (max 5)
 - next steps with owners and due dates (aligned to SLAs)

Result: fewer long meetings, more clear decisions.

Block 5 – Speed up future proposals with evergreen narrative assets (Week 5)

What you'll achieve:

- A modular **Evergreen Narrative Pack** (Short + Long) with:
 - a building-block library (IDs + rules for when to use / when not to use)
 - evidence-backed institutional boilerplate (no empty claims)
 - a minimum viable MEL menu (measurable indicators)
 - cross-cutting inserts (GESI, safeguarding, localization, climate) without fluff
 - lightweight governance (owners + review dates)

Result: your next proposal starts from a strong baseline—not from zero.

Block 6 – Raise quality in under 48 hours with real QA (Week 6)

What you'll achieve:

- A **QA Unit** with:
 - **QA Gate Rules** (authority, PASS/FAIL, “zero POs before submission”)
 - a weighted **0–3 rubric**
 - a **P0/P1/P2 system** (prioritization that protects deadlines)
 - a **QA Memo** with executable fixes (“change X to Y because...”) + owner + due date

Result: feedback stops being “opinion” and becomes a concrete correction plan.

Block 7 – The last 24 hours, without chaos (Week 7)

What you'll achieve:

- Layered **Annotated Review** with tags (MUST/SHOULD/NICE + EVAL/LOGIC/BUDGET/COMP/EDIT).
- A consolidated **Fix List** with owners and due dates.
- A **Pre-Flight Compliance Checklist** that someone else can run.
- A **Submission Log** with proof of submission + **vFinal** control.

Result: the last mile becomes traceable and repeatable (fewer heroics).

Block 8 – Capstone + adoption in 30 days (Week 8)

What you'll achieve:

- A **Capstone Bundle** (final folder) that's easy to navigate (“Start Here”).
- A **triggers + gates** table (when each doc is triggered and who approves).
- Minimum metrics (decision time, hours per proposal, % of QA with POs, submission errors = 0).
- A **30-day Playbook** (1–2 pages) with a real calendar, real owners, and a v2 roadmap.

Result: the system doesn't stay theoretical—it gets used next week.

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