PROPOSAL MAKING
CHECKLIST

AASA CONSULTING

Proposal Making Checklist

Development and Private Sector Clients

Project Title/ID:		Start Date:	
Client Name:		Submission Date:	

#	Tasks	Task Deadline	Yes ✓	No ✓
1	Read TOR / RFP thoroughly & identify deadlines.			
2	Short meeting with your Proposal making team to discuss TOR & assignment of specific tasks to team.			
3	Search for experts – consider both In-House and External.			
4	Review available literature on the subject *(In-house reports, Library, Internet, Other sources etc.).*			
5	Develop outline of proposal.			
6	Start writing background & related details.			
7	Prepare CVs as per requirements with role identification.			
8	Identify projects to be listed and placed in correct order of relevance.			
9	Prepare separate list of formatting requirements from RFP (see directions given in RFP).			
10	Identify which formats to be used (Word, PPT, Excel, other).			
11	Devise a methodology & discuss with team leader before finalizing.			
12	Make representative graphics.			
13	Combine different requirements at one place.			
14	Read and re-read proposal for cutting edit mistakes, repetition, fluff and make it tight and concise.			
15	Number of Copies of Proposal (Tech & Fin) if requirement is to submit in Hard form.			
16	Arrange for printing & binding and DELIVERY ON TIME.			

Good Luck

AASA CONSULTING

For Further Information
Please Visit Our Website

_____

W: **www.aasaconsulting.com**

_____