

(Copy this to a Google Document and share link in turn in form with Mr. Allison and teammates)

## ***TECH III/IV – REQUEST FOR PROPOSAL***

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**Team Name:**

**Project #** \_\_\_\_\_

**Project Objective:** This is the first piece of information that needs to be added to the template. These few lines must be tightly focused to give Mr. Allison a good idea of what the whole project is about.

### **Project Details**

- **Task Analysis:** A brief list of the tasks required to be performed.
- **Suggested Approach:** The specifications regarding the methods to be adopted for accomplishing the list of tasks detailed out in the above section.
- **Team Set-up:** The list of team and how they will be coordinating with each other for completing the project.
- **Team Duties:** List the responsibilities each member of the team will be doing to complete the project
- **Development Process Requirements:** The detailed process to be followed for completing the project and the specifications to be observed.
- **Review Schedule:** The schedule to be followed for periodic review and appraisal of the work (once per week for 4 weeks).
- **Resources Provided:** The resources that belong to the school and resources that you need to purchase

### **Budget, Schedules and Deliverables**

- **Financial Budget:** The detailed budget that has been allocated to the project – mentioning the split-up of finances for various aspects of the project. (\$30-35 each project)
- **Resource Requirements:** A list of the resources that the vendor will be required to arrange for to complete the project successfully. Please include a link to the resource (Amazon/Home Depot preferred)
- **Schedule for Deliverables:** A schedule of when the deliverables are due.

### **Progress Reporting**

- **Progress Evaluation Criteria:** How will performance be measured and by whom? How will it be decided whether a task has been successfully completed?
- **Progress Evaluation Schedule:** The progress review schedule of when the review and evaluation will be carried out by the project team.