

Technical Proposal

Your technical proposal should have the following required sections in the following pages.
(Delete this first page and replace with a title page)

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Note that the following sections are the minimum list of required sections. Additional sections, such as a Background section or Supporting Information section are recommended but not required.

Executive Summary

Note: No more than 1 page.

Introduction

Overview

This section can also be named “Scope” or “Technical Approach”. It should describe, at a high level, the technical details and scope of work you plan to complete. It should be organized by milestones or deliverables.

Project Schedule

When are you going to complete each milestone or deliverable? A chart or table is preferred.

Team

Why is the team qualified to do this work?

What are the broad qualifications/background of your team members? Your team members may remain anonymous but a role and level (junior/mid-level/senior/principal) is required in a list or table.

Effort Estimates

For each milestone, estimate the amount of effort, in terms of hours, required by each role of your team and any other resources you will need for that milestone. A chart or table is preferred.

References