

Writing Proposals with a Team¹

- ✓ Hold a planning meeting with the proposal team to assign work and establish due dates for all tasks.
- ✓ Assign a team member to each section to ensure that it is complete, consistent, and complies with the requirements of the request for proposals.
- ✓ Set priorities so that the most important sections of the proposal receive adequate attention and are on schedule.
- ✓ Delegate work to ensure that subject-area experts are available within the schedule established.
- ✓ Schedule the project so that work begins on the section that will take the longest, doing as many sections as possible simultaneously.
- ✓ Repurpose existing content as extensively as possible, *being careful to adapt it to the prospective customer.*
- ✓ Select the best medium to communicate among proposal team members.
- ✓ Track the status of each part of the proposal carefully, sending periodic reminders about upcoming deadlines.

¹ Chapter 13 p.452