

### EXERCISE 14: SCHEDULE FOR PROPOSAL DEVELOPMENT

DATE	STEP	TASKS
_____	1.	List proposal requirements—goals, products
_____	2.	Outline proposal requirements from guidelines
_____	3.	Discuss and outline evaluation criteria and methods
_____	4.	Determine and outline results and benefits
_____	5.	Select project staff
_____	6.	Staff outlines project procedures and methods
_____	7.	Outline project costs
_____	8.	Specify illustrations/charts/graphs necessary
_____	9.	Specify procedures and weekly schedule of events
_____	10.	Reconcile procedures with program guidelines
_____	11.	Draft detailed costs
_____	12.	Draft organization chart
_____	13.	Outline sections of proposal
_____	14.	Select proposal writer, coordinator, and editor
_____	15.	Assign sections to staff for initial drafts
_____	16.	Draft narrative and prepare visuals
_____	17.	Develop organization's experience and collect resumes
_____	18.	Develop internal guidelines for project
_____	19.	Estimate draft typing requirements
_____	20.	Forecast artist/visual requirements
_____	21.	Assign initial drafts to typists
_____	22.	Assign visuals to artist

- \_\_\_\_\_ 23. Review and edit drafts of resumes
- \_\_\_\_\_ 24. Review and edit proposal sections
- \_\_\_\_\_ 25. Forward visuals and drafts to writer/editor
- \_\_\_\_\_ 26. Determine final costs
- \_\_\_\_\_ 27. Review section number/pagination for consistency
- \_\_\_\_\_ 28. Edit total proposal for consistency, organization, appearance
- \_\_\_\_\_ 29. Reassign sections for modification
- \_\_\_\_\_ 30. Reassign visuals for modification
- \_\_\_\_\_ 31. Design covers and dividers
- \_\_\_\_\_ 32. Complete proposal in required format
- \_\_\_\_\_ 33. Entire team review proposal
- \_\_\_\_\_ 34. Write cover letter
- \_\_\_\_\_ 35. Edit total proposal
- \_\_\_\_\_ 36. Compare proposal with guidelines, point by point
- \_\_\_\_\_ 37. Type final version
- \_\_\_\_\_ 38. Proofread and correct entire proposal
- \_\_\_\_\_ 39. Write abstract
- \_\_\_\_\_ 40. Complete final production
  - Paginate
  - Title and number figures
  - Write table of contents
  - Write table of figures
  - Write table of appendices
- \_\_\_\_\_ 41. Collect institutional approvals
- \_\_\_\_\_ 42. Reproduce, collate, and bind
- \_\_\_\_\_ 43. Proposal due date