

RFP PROJECT CHECKLIST

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Use this checklist to help ensure the RFP project incorporates and / or considers the elements listed below:

- The project overview and description demonstrate a clear strategic alignment between the project, University and Department objectives.
- Minority and women owned businesses have been researched and considered prior to initiating the project.
- Cooperative contracts, state contracts, and current University contracts have been researched and considered prior to initiating the project.
- There are specific and measurable project objectives and outcomes that are linked to project goals.
- The scope of the project is clearly stated; the reader can easily understand what product, service, or result will be delivered by the project and what high-level activities will be performed.
- The deliverables are spread over the duration of the project, following a phased approach composed of decision / tasks gates.
- Summary cost estimates and source of budget / funding to produce internal and external deliverables are provided, including the project management and administrative effort as well as any equipment required (e.g., hardware, software, floor space, etc.).
- Risks are identified and assessed.
- A governance process is defined to escalate issues when required, to approve changes to the project (e.g., scope, budget, schedule), and to accept deliverables.
- Authority relationships between team members are clearly presented.
- Project roles and responsibilities are defined and assigned to individuals or groups.
- Requirements for facilities and resources are described where significant impact, logistical effort or funding is involved.
- Project Stakeholders are clearly identified and engaged (both internal Ex: UITS/UREL and external stakeholders).
- Project communications are addressed.