

# ***PROPOSAL TEMPLATE***

## **Proposal for Project: (name)**

### *1. Submitted by:*

One or more clients or their representatives who understand the business requirements. Include the individual's name, phone number, and e-mail address.

### *2. Description of the Current Situation:*

2.1. Describe the existing process, including a brief history.

2.2. Is it tied in to other manual or automated systems?

2.3. Does it impact, or is it impacted by, other departments? Indicate the level of involvement, and how this project will impact their business processes.

2.4. How many people/workstations access the system? How many might be accessing it concurrently?

### *3. Description of the Proposed Project:*

3.1. Describe the project briefly, including the scope and the expected outcome.

3.2. How many people/workstations would access the system? How many might be accessing it concurrently?

3.3. List the business objectives (the business reasons for doing the project). For each objective, explain the following:

3.3.1. Describe the objective.

3.3.2. Is this a new or existing objective?

# Writing Proposals

**Keith F Punch**



## **Writing Proposals:**

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Handbook For Writing Proposals L. Baugh, Robert Hamper, 1995-01-11 A practical guide to developing and writing winning business and marketing proposals this book covers all the basics from picking the right projects to bid on to doing initial research to producing the document to following up

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proposals The new edition also offers advice about integrating generative artificial intelligence applications into proposal and grant writing workflows

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**Handbook For Writing Proposals, Second Edition** Robert Hamper, L. Baugh, 2010-08-05 Proven techniques and invaluable advice for writing winning business proposals revised and updated What makes a winning business proposal It highlights your skills and services meets your client's needs and clearly sets you apart from the competition Since 1995 Handbook for Writing

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**Developing Effective Research Proposals** Keith F Punch, 2006-10-02 Successful research requires effective and thorough preparation In this expanded and updated Second Edition of Developing Effective Research Proposals Keith Punch offers an indispensable guide to the issues involved in proposal development and in presenting a well considered plan for the execution of research Dealing with both qualitative and quantitative approaches to empirical research across the social sciences the Second Edition comprehensively covers the topics and concerns relevant to the subject and is organized around three central themes What is a research proposal who reads proposals and why How can we go about developing a proposal

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**Proposal Writing Across the Disciplines** Brian R. Holloway, 2003 Using real models and analyses of them this guidebook examines business formats and teaches users how to construct written proposals for any field or situation It surveys a variety of presentations but demonstrates the core aspects of proposal writing that recur in different disciplines and in documents of different sizes Chapter topics cover basic types of proposal writing proposals on campus further lessons from proposals in the workplace crafting the long proposal and grant proposals Numerous examples and suggestions can be found throughout the book For anyone in the workplace confronted with the task of writing a proposal and who has had no training in doing so and for those in volunteer organizations or in agencies promoting social development and seeking grant funding

**The Project Proposal Writing Handbook , Qualitative Research** Sharon M. Ravitch, Nicole Mittenfelner Carl, 2019-12-20 The second edition of Qualitative Research focuses on cultivating and bridging theoretical methodological and conceptual aspects to provide insight into their interactions in qualitative research This comprehensive text helps students understand the central concepts topics and skills necessary to engage in rigorous valid and respectful qualitative research Authors Sharon M Ravitch and Nicole Mittenfelner Carl have written this text with student researchers in mind balancing communicating the foundations and processes of qualitative research with clarity and simplicity while also capturing its complexity and layers Whether students are new to qualitative research or not this book will help students develop and deepen their understanding of an approach to research that seeks designs for and engages criticality in research The new edition of this book includes a more prominently placed and expanded discussion of research ethics as crucial to students inquiry more information on reflexivity in data collection and individual methods for qualitative data collection a more in depth chapter on coding and other types of qualitative data analysis and more thorough resource sections including connections to the extensive appendices so students can further their qualitative research journey Included with this title The password protected Instructor Resource Site formally known as SAGE Edge offers access to all text specific resources including a test bank and editable chapter specific PowerPoint slides

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