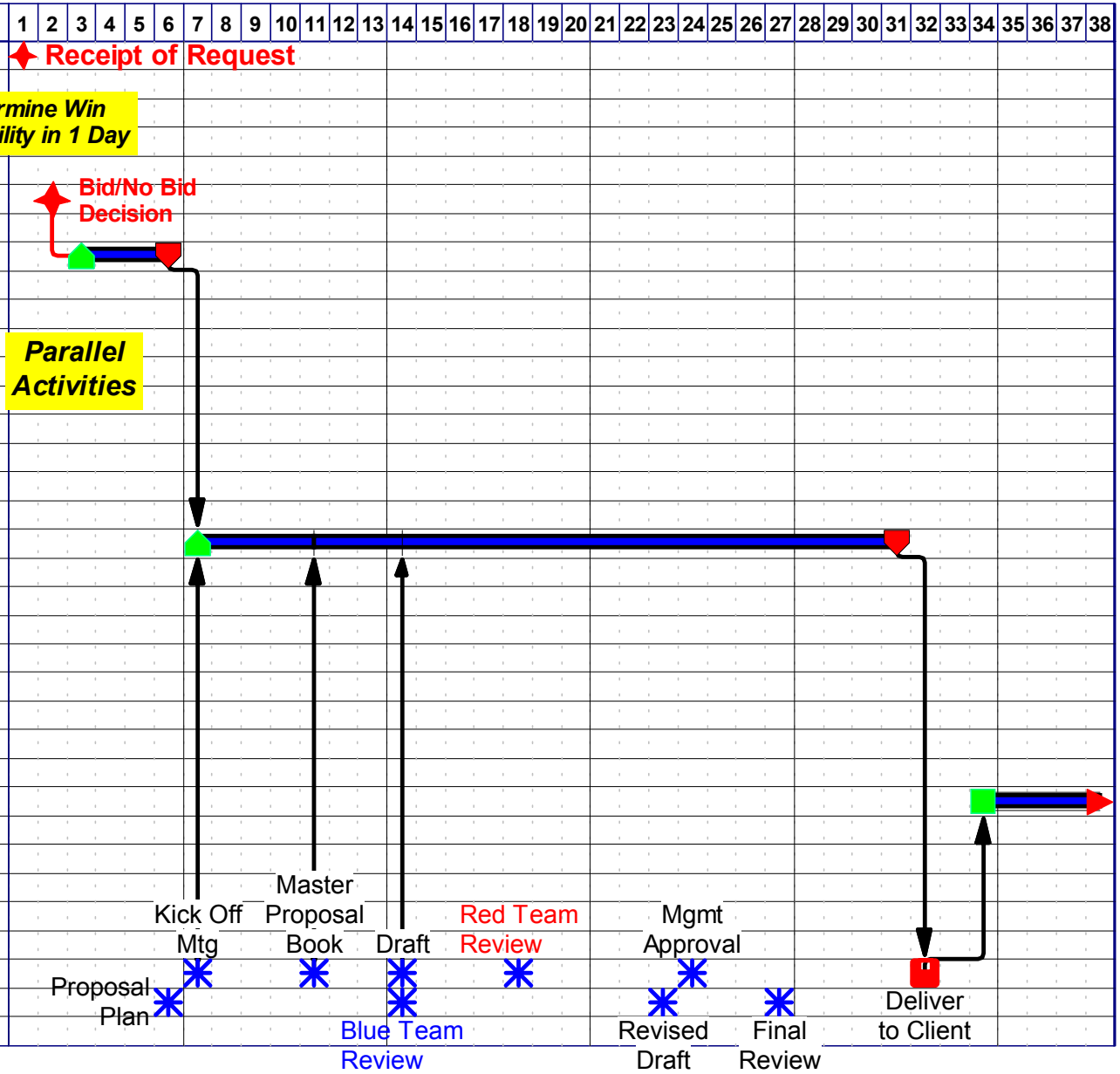
30 Day Proposal Schedule

	PROJECT ITEM
1	**Pre-Bid Actions**
2	**Opportunity Analysis**
2.1	Evaluate Customer
2.2	Evaluate Need/Request
2.3	Identify Team Capabilities
2.4	Assess Risks
2.5	Assess Competition
3	**Planning**
3.1	Define Win Strategy
3.2	Requirements Compliance
3.3	Outline
3.4	Estimate Cost, Define Price
3.5	Define Proposal Schedule
3.6	Design Proposal
3.7	Collect Fixed Inputs
3.8	Prepare Proposal Plan
3.9	Fix Team Responsibilities
4	**Production**
4.1	Develop Themes
4.2	Storyboards/Bullet Drafts/Mock Ups
4.3	Write Executive Summary
4.4	Write Technical Volume
4.5	Write Management Volume
4.6	Write Cost/Price Volume
4.7	Revise
4.8	Produce/Publish
5	**Post Proposal Activities**
5.1	Customer Follow-Up
5.2	Negotiations
5.3	Briefings/Debriefings
5.4	Lessons Learned
	MILESTONES