|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **TIME (IN WEEKS REMAINING)** | | | | | | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| **BID/PROPOSAL TASKS** | 6 | 5 | 4 | 3 | 2 | 1 | 1 (detail of final week) | | | | | | |
| **1. Overall bid offer** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| RFP, RFQ analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Competitor analysis (& revisit of this) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Win theme summary (& revisit of this) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop/check Q&A responses |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2. Key meetings (Bid Team/Bid partner)** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kick-off meeting (in person) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mid-term meeting (virtual conference) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final meeting (virtual conference) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Daily stand-ups (virtual conference) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3. Teaming/partner issues** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Brief partners |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Agree contacts (bid team & senior staff) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Agree terms of partnering in principle |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Negotiate roles & budgets |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Content / text inputs |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Letters of commitment (in principle) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Letters of commitment (formal) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4. Bid content & graphics development** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Content plan/mock-ups |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Graphics commissioned / delivered |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sections blocked in full bullet points |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sections structured |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sections in full text (draft 1) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sections in full text (draft 2) |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reviews |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Final revision / proofing |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5. Publication** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check formatting possibilities/constraints |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Create mock-up style guide |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Print and bind |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Package and deliver |  |  |  |  |  |  |  |  |  |  |  |  |  |

KEY

*Bid team staff 1* *Graphics staff*

*Partner inputs* *Bid team staff 2*

*Review team*