Sample Schedules

You can use these sample schedules to help plan proposal development efforts with different timelines.   
Working days are listed on both weekdays and weekends, but you can adjust to suit your needs.

10-Day Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | *Day 1* | *Day 2* | *Day 3* | *Day 4* | *Day 5* | *Day 6* |
|  | RFP release | Kickoff meeting | Proposal strategy review |  |  |  |
| *Day 7* | *Day 8* | *Day 9* | *Day 10* |  |  |  |
|  | Final document review | Production and quality control | Proposal delivery |  |  |  |

30-Day Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | *Day 1* | *Day 2* | *Day 3* | *Day 4* | *Day 5* | *Day 6* |
|  |  | RFP release |  |  | Kickoff meeting |  |
| *Day 7* | *Day 8* | *Day 9* | *Day 10* | *Day 11* | *Day 12* | *Day 13* |
|  |  |  |  |  |  |  |
| *Day 14* | *Day 15* | *Day 16* | *Day 17* | *Day 18* | *Day 19* | *Day 20* |
|  | Proposal strategy review |  |  |  |  |  |
| *Day 21* | *Day 22* | *Day 23* | *Day 24* | *Day 25* | *Day 26* | *Day 27* |
|  |  |  |  | Final document review |  |  |
| *Day 28* | *Day 29* | *Day 30* |  |  |  |  |
|  | Production and quality control | Proposal delivery |  |  |  |  |

60-Day Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | *Day 1* | *Day 2* | *Day 3* | *Day 4* | *Day 5* | *Day 6* |
|  |  | RFP release |  |  |  |  |
| *Day 7* | *Day 8* | *Day 9* | *Day 10* | *Day 11* | *Day 12* | *Day 13* |
|  | Kickoff meeting |  |  |  |  |  |
| *Day 14* | *Day 15* | *Day 16* | *Day 17* | *Day 18* | *Day 19* | *Day 20* |
|  |  | Proposal strategy review |  |  |  |  |
| *Day 21* | *Day 22* | *Day 23* | *Day 24* | *Day 25* | *Day 26* | *Day 27* |
|  |  |  |  |  |  |  |
| *Day 28* | *Day 29* | *Day 30* | *Day 31* | *Day 32* | *Day 33* | *Day 34* |
|  |  |  |  |  |  |  |
| *Day 35* | *Day 36* | *Day 37* | *Day 38* | *Day 39* | *Day 40* | *Day 41* |
|  |  |  |  |  |  |  |
| *Day 42* | *Day 43* | *Day 44* | *Day 45* | *Day 46* | *Day 47* | *Day 48* |
|  | Final document review |  |  |  |  |  |
| *Day 49* | *Day 50* | *Day 51* | *Day 52* | *Day 53* | *Day 54* | *Day 55* |
|  |  |  |  |  |  |  |
| *Day 56* | *Day 57* | *Day 58* | *Day 59* | *Day 60* |  |  |
|  |  | Production and quality control | Production and quality control | Production and quality control | Proposal delivery |  |