

Schedule Example



Proposal Development Office
33 W Eleventh Avenue, Columbus, OH 43201

To construct an effective schedule, begin at the submission deadline and work backwards to the proposal kick-off meeting (where are you going and how will you get there)? Allocate time for planning and reviews, required institutional activities, problem solving, and regular team status meetings.

Schedule Example

Task	Days																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
All Team Members Read & Analyze Solicitation	█	█	█																											
Proposal Manager Develops Schedule	█	█	█																											
Proposal Manager Develops Outline and Writing Assignments	█	█	█																											
Proposal Manager Leads Kick-off Meeting				█																										
Proposal Manager Requests Supporting Materials				█																										
Proposal Manager Identifies Red Team Lead & Participants				█																										
Section Authors Prepare & Submit First draft of Text & Graphics				█	█	█	█	█																						
Proposal Manager Reviews Drafts/Provides Feedback								█	█	█																				
Proposal Manager Requests Initial Budget Inputs										█																				
Section Authors Revise Drafts & Submit Second Drafts & Graphics										█	█	█	█	█																
All Team Members Submit Supporting Materials																█														
Proposal Manager Assembles Red Team Draft																█	█													
Proposal Manager Provides Draft to Red Team Lead																	█													
Red Team Lead Conducts Review																		█	█	█	█									
Section Authors Submit First Budget Inputs																	█													
Proposal Manager and SPO Prepare Budget Draft																		█	█	█										
Red Team Lead Conducts Debriefing																			█											
Proposal Manager and Team Revise as Needed																				█	█	█	█	█						
Section Authors Submit Final Text and Budget Inputs																									█					
Proposal Manager Reviews and Edits Final Document																									█	█	█			
Proposal Manager and SPO Prepare Final Budget																										█	█	█		
SPO Conducts Compliance Review of Proposal																											█	█		
SPO Submits Proposal																													█	█
SPO Confirms Receipt of Proposal																														█
Status Meetings								█				█									█		█			█	█	█		