**PROJ598 RFP Analysis Instructions**

Create a document with the following information. The document should contain:

* Title Page
* Table of Contents
* Sections as listed below
* References

Solicitation Number: xxx

Retrieved from: {website where you found the RFP}

Summary:

Summarize the nature of the RFP

Key Details:

List the key details of the RFP

# Background

Summarize the background from the RFP. Denote why the organization is hiring this project out, what the key concepts are, and especially note what is of importance to the organization (are they looking for any special skills, is this a product delivery or a resource delivery or both)

# Scope of Work

Describe the Scope of Work from the RFP

# Key Resources

Summarize the key resources required for the project. Provide your assessment of the resource’s significance to the project. Include subcontractors and/or partners

# Management Plan

Describe the management plan for the project. This deals with how resources and various aspects of the project are managed. For example, are they managed by the source organization or the bidding company, etc.

#  Appendix A

Remove if not used

# Appendix B

Remove if not used