

Project Proposal

Project Proposal No: #####

1) Project Details

Project Name:
Departments/Campuses affected by the project:
Date Submitted:

2) Project Sponsor(s)

Name:	Email:
Campus:	Department:
Name:	Email:
Campus:	Department:

3) Project Description (what you want to do)

Provide a simple, high-level description of the project that clearly states the overall business goal of the initiative. If the description is highly technical or utilizes acronyms, please provide a one paragraph summary in layman's terms of the project.

4) Project Justification (why you want to do this)

A simple, high-level description of the benefits the project will achieve (generally a paragraph or less).

A. What measures will you put in place to determine whether this project was a success?

Add text here.

B. To the extent that you have information on specific benefits of performing this project, please summarize them below. This might include items such as costs savings or service improvements. Include the types and numbers of affected customers.

Add text here

C. Does this project support a University, Campus, or Department strategic plan?

Add text here

Professional Proposal Writing

Tarez Samra Graban, Wendy Hayden



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Writing Business Bids and Proposals For Dummies Neil Cobb, Charlie Divine, 2016-08-08 Acquire the necessary skills to win business through proposals bids tenders and presentations this hands on guide is your partner for success You have in your hands the collected knowledge and skills of the professional proposal writer Proposal writing is a profession a growing and increasingly important one and an essential part of a broader group of business development professionals who plan and execute strategies for businesses who want to obtain new customers Proposal writers have a professional organization the Association of Proposal Management Professionals APMP and their best practices are the foundation for this book Proposal writing is a skill you can learn practice and master you can even go through a professional certification process to prove your mastery *Writing Business Bids Proposals For Dummies* is your no nonsense guide to finding out what professional proposal writers know and for applying it to your own business If you re a small to medium size business owner a first time proposal writer in a medium size company or a sales representative you know that a written proposal printed or electronic is still a common personal and effective way to win business Written in plain English *Writing Business Bids Proposals For Dummies* will help you to Know the difference between reactive proposals the RFP or request for proposal and proactive proposals Focus on the customer by going beyond their requirements to address their true needs Know your competition through research and analysis Write persuasively to develop a winning business proposal Plan and use a repeatable proposal process Incorporate a lessons learned aspect to your proposal process Use tools and templates to accelerate your proposals Motivate and lead your proposal team to ensure they re on the same page Use graphics to enhance your proposals Learn ways to automate your proposal development process And a whole lot more Additionally you ll gain access to ten templates for building a proposal find out ten common misconceptions about bids and proposals and add a compiled list of online resources to your toolset Grab a copy of *Writing Business Bids Proposals For Dummies* to start sharpening your proposal writing skillset

Sales Professional's Guide to Writing Winning Proposals Bob Kantin, 2007-10 This historic book may have numerous typos and missing text Purchasers can usually download a free scanned copy of the original book without typos from the publisher Not indexed Not illustrated 1776 edition Excerpt Letters from Governor Cooke and General Ward were read The Congress then resumed the consideration of the report of the Committee on Indian affairs and the fame being gone through was agreed to as follows That the securing and preserving the friendship of the Indian nations appears to be a subject of the utmost moment to these Colonies That there is too much reason to apprehend that administration will spare no pains to excite the several nations of Indians to take up arms against these Colonies and that it becomes us to be very active and vigilant in exerting every prudent means to strengthen and confirm the friendly disposition towards these Colonies which has long prevailed among the northern tribes and which has been lately manifested by some of those to the southward As the Indians depend on the Colonists for arms ammunition and clothing which are become neT cesiary to their subsistance that

Commissioners be appointed by this Congress to superintend Indian affairs in behalf of these Colonies That there be three departments of Indians the northern middle and southern The northern to extend so far south as to include the whole of the Indians known by the name of the Six Nations and all the Indians northward of those nations The southern department to extend so far north as to include the Cherokees and all the Indians that may be to the southward of them The middle to contain the Indian nations that lie between the other two departments That That sive commissioners be appointed for the southern department That for each of the other two departments there be appointed three commissioner DEGREES That the commissioners have power to treat with the Indians in their respective departments in the name an Professional Proposal Writing Jane Fraser,1995 Using real life examples Dr Fraser provides simple rules for clear reader friendly writing and reveals the secrets of persuasive prose Advice on layout illustration printing and binding is also here Finally she explains how to develop your proposal into a powerful presentation designed to win you new business The strength of a proposal can gain business or lose it The stakes can often be high and the pressure intense to get it right For sales and marketing people managers consultants engineers and technical specialists of every kind Professional Proposal Writing will be an invaluable aid to anyone who s struggled with proposals in the past or is faced with constructing them in the future *Proposal Guide for Business Development Professionals* Larry Newman,2001 **The Complete Guide to Writing Effective and Award Winning Business Proposals** Jean Wilson Murray,2008 The text covers the three key phases of a business proposal preparation writing and presentation and includes examples of different types and styles of business proposals such as sales proposals to clients letters and memos as business proposals proposals to government entities internal proposals to top management and business plans as a special type of business proposal *Writing Proposals* Richard Johnson-Sheehan,2008 Founded on rhetorical principles guiding the field of technical business professional writing Writing Proposals offers a comprehensive activity based approach to proposal and grant proposal development Writing Proposals provides readers with a full range of tools needed to develop sound convincing proposals This comprehensive and up to date text takes readers step by step through the development process helping them invent their ideas organize their materials write in plain and persuasive styles and create an effective visual design The inclusion of grantwriting expands the range of uses for this book The second edition offers full coverage of this important subgenre of proposal writing One of the case studies that runs through the book shows a team of people writing a grant to a private foundation Readers will find the book very helpful for writing grants to fund research and good causes *The Architect's Handbook of Professional Practice* American Institute of Architects,2011-09-26 Architects must be proficient in a variety of business practices to contribute to manage or launch a successful firm They are responsible for the same kind of legal financial marketing management and administrative activities as any other professional Within these broad categories however there are many details including professional standards and documents that are unique to the profession of architecture Proposal Writing Soraya M. Coley,Cynthia A.

Scheinberg,2008 This book is written primarily for students or beginning to moderately experienced grantwriters working in nonprofit corporations school districts or city or county agencies and provides a step by step guide to writing a successful grant proposal The third edition has been retitled Proposal Writing The New Grantsmanship and Funding Strategies because the authors have broadened their scope while still maintaining the aspects that made the previous editions bestsellers A new organization provides greater coherence and logic in the presentation of the chapters Throughout the book readers are presented with agency organizational analyses using a conceptual framework that is tied to a theoretical perspective about the desired outcomes This framework provides the coherence for the book and assists individuals with the mechanics of writing and challenges them to understand why a particular strategy and with what desired and measurable outcome are they seeking The book also conveys the new grantsmanship which is essential for navigating the economic political and social dimensions of proposal and grant writing

Writing for Design Professionals Stephen A. Kliment,1998 Now in its second edition updated and expanded to address such issues as email etiquette and Web based marketing communication and job searches the best selling Writing for Design Professionals is the standard guide for mastering the complexities of effective writing in professional practice Stephen A Kliment explains the principles of clear writing from the formal Dear Ms Jones I recently visited Polk Street Elementary School and I agree the facility urgently needs to be modernized to make way for the progressive teaching techniques you have planned for your school district I believe that my firm Izumi Associates can make this happen to the punchy remarks of the late William Caudill Say frog we ll jump Dozens of sample letters proposals brochures reports book reviews oral presentations staff communications and more all drawn from the world of practice and in both print and electronic formats guide readers through the ins and outs of composing the end products of writing Writing for Design Professionals is organized for easy reference and includes the following topics marketing Web sites correspondence brochures and portfolios proposals newsletters and other promotional tools project writing writing in school job applications and Web based job boards writing in academe writing for the media writing as a career public speaking plus how to avoid jargon and gender specific language tailor your writing to your audience enhance your writing with appropriate graphics write to international clients write as a product manufacturer and measure the impact of what you write Resources include lists of design media Like a trustworthy desk side consultant Writing for Design Professionals Second Edition should be next to the computer of every architect planner interior designer engineer and student who wishes to present a polished professional image through effective written communication

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Proposal Writing for the DNP Project Wanda Bonnel, Katharine V. Smith, 2025-04-05 Confidently navigate the DNP proposal process with proven strategies practical tools and expert tips for success Writing a DNP Project proposal doesn t have to be overwhelming This comprehensive easy to use guide walks you through each stage from identifying a problem to finalizing your proposal Gain expert strategies and utilize structured templates and practical tools to build a strong evidence based project Stay organized meet deadlines and impress stakeholders your DNP success starts here What s New Expanded focus on quality improvement aligns with the latest DNP Project standards and best practices New guidance on AACN Essentials ensures projects meet current academic and professional expectations Enhanced project planning tools included updated checklists templates and timelines for better workflow More real world examples and case studies illustrates successful proposals with practical insights Stronger emphasis on dissemination covers publication strategies conference presentations and avoiding predatory journals Key Features Step by step guidance on proposal writing with expert tips real world examples and essential tools for a successful DNP Project Confidently develop and complete your DNP Project with clear guidance improved writing skills and a well structured proposal Clear structured learning with step by step guidance checklists real world examples and reflection questions to enhance student comprehension Expert authors with decades of experience in nursing education proposal writing and guiding DNP students through successful projects

Grantwriting Beyond the Basics: Proven strategies professionals use to make their proposals work Michael K. Wells, 2005 Guide to strategic grantwriting

Handbook for Writing Proposals Robert J. Hamper, L. Sue Baugh, 1995 In this easy to use concise and thorough handbook two veteran business professionals guide you through the entire proposal writing process from the initial contact through completion and follow up In their unique nine step proposal writing process the authors demonstrate how even a first time proposal writer can create a winning proposal Throughout the book you ll follow a case study of a proposal writing team in action and chapter checklists summaries and samples will keep you on time on track and

on budget *The Nonprofit Manager's Resource Directory* Ronald A. Landskroner, 2002-04-30 A newly revised and updated edition of the ultimate resource for nonprofit managers If you re a nonprofit manager you probably spend a good deal of your time tracking down hard to find answers to complicated questions The Nonprofit Manager s Resource Directory Second Edition provides instant answers to all your questions concerning nonprofit oriented product and service providers Internet sites funding sources publications support and advocacy groups and much more If you need help finding volunteers understanding new legislation or writing grant proposals help has arrived This new updated edition features expanded coverage of important issues and even more answers to all your nonprofit questions Revised to keep vital information up to the minute The Nonprofit Manager s Resource Directory Second Edition Contains more than 2 000 detailed listings of both nonprofit and for profit resources products and services Supplies complete details on everything from assistance and support groups to software vendors and Internet servers management consultants to list marketers Provides information on all kinds of free and low cost products available to nonprofits Features an entirely new section on international issues Plus 10 bonus sections available only on CD ROM The Nonprofit Manager s Resource Directory Second Edition has the information you need to keep your nonprofit alive and well in these challenging times Topics include Accountability and Ethics Assessment and Evaluation Financial Management General Management Governance Human Resource Management Information Technology International Third Sector Leadership Legal Issues Marketing and Communications Nonprofit Sector Overview Organizational Dynamics and Design Philanthropy Professional Development Resource Development Social Entrepreneurship Strategic Planning Volunteerism **Teaching through the Archives** Tarez Samra Graban, Wendy Hayden, 2022-06-09 Disruptive pedagogies for archival research In a cultural moment when institutional repositories carry valuable secrets to the present and past this collection argues for the critical intellectual and social value of archival instruction Graban and Hayden and 37 other contributors examine how undergraduate and graduate courses in rhetoric history community literacy and professional writing can successfully engage students in archival research in its many forms and successfully model mutually beneficial relationships between archivists instructors and community organizations Combining new and established voices from related fields each of the book s three sections includes a range of form disrupting pedagogies Section I focuses on how approaching the archive primarily as text fosters habits of mind essential for creating and using archives for critiquing or inventing knowledge making practices and for being good stewards of private and public collections Section II argues for conducting archival projects as collaboration through experiential learning and for developing a preservationist consciousness through disciplined research Section III details praxis for revealing critiquing and intervening in historic racial omissions and gaps in the archives in which we all work Ultimately contributors explore archives as sites of activism while also raising important questions that persist in rhetoric and composition scholarship such as how to decolonize research methodologies how to conduct teaching and research that promote social justice and how to shift archival consciousness

toward more engaged notions of democracy This collection highlights innovative classroom and curricular course models for teaching with and through the archives in rhetoric and composition and beyond The Architecture Student's Handbook of Professional Practice American Institute of Architects,2017-01-09 The essential guide to beginning your career in architecture The Architecture Student's Handbook of Professional Practice opens the door to the vast body of knowledge required to effectively manage architectural projects and practice A professional architect is responsible for much more than design this book is specifically designed to help prepare you for the business and administrative challenges of working in the real world whether you are a student or are just starting out in practice It provides clear insight into the legal financial marketing management and administrative tasks and issues that are integral to keeping a firm running This new edition has been restructured to be a companion textbook for students undertaking architectural practice classes while also fulfilling the specific knowledge needs of interns and emerging professionals It supplements information from the professional handbook with new content aimed at those setting out in the architectural profession and starting to navigate their careers New topics covered in this new edition include path to licensure firm identity professional development strategic planning and integrated project delivery Whether you want to work at a top firm strike out on your own or start the next up and coming team the business of architecture is a critical factor in your success This book brings the fundamentals together to give you a one stop resource for learning the reality of architectural practice Learn the architect's legal and ethical responsibilities Understand the processes of starting and running your own firm Develop manage and deliver projects on time and on budget Become familiar with standard industry agreements and contracts Few architects were drawn to the profession by dreams of writing agreements and negotiating contracts but those who excel at these everyday essential tasks impact their practice in innumerable ways The Architecture Student's Handbook of Professional Practice provides access to the nuts and bolts that keep a firm alive stable and financially sound *The Doctor of Nursing Practice Project: A Framework for Success* Katherine J. Moran,Rosanne Burson,Dianne Conrad,2019-02-25 The Doctor of Nursing Practice Project A Framework for Success Third Edition provides the foundation for the scholarl process enabling DNP students to work through their project in a more effective efficient manner Business Writing For Dummies Natalie Canavor,2021-01-22 Learn how to write for the results you want every time in every medium Do you wish you could write better In today's business world good writing is key to success in just about every endeavor Writing is how you connect with colleagues supervisors clients partners employees and people you've never met No wonder strong writers win the jobs promotions and contracts Business Writing For Dummies shows you from the ground up how to create persuasive messages with the right content and language every time messages your readers will understand and act on This friendly guide equips you with a step by step method for planning what to say and how to say it in writing This system empowers you to handle every writing challenge with confidence from emails to proposals reports to resumes presentations to video scripts blogs to social posts websites to books Discover

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