

PROPOSAL COORDINATION PLAN

Proposal _____ Coordinator _____

Due Date _____

Task	Resources		Person Assigned	Due Date
	Available	Needed		
1.				
2.				
3.				
etc.				

The plan may also be in the form of a checklist, such as:

Proposal Checklist			
Title of Proposal _____			
Due/Mail Date and Destination _____			
Coordinator _____		Secretary _____	
Item	Person Assigned	Due Date	Completion
I. Proposal Sections Cover Letter Table of Contents Required Forms Narrative Abstract Need Plan of Operation Quality of Key Personnel Evaluation Plan Applicant's Commitment and Capacity Budget and Cost Effectiveness Appendices II. Proposal Format and Production Identify sections as indicated Number pages III. Internal Proposal Review Administrative Review Superintendent/President Review Cover letter/forms for signature Review and sign-off by consortium members (if applicable) School Board Review IV. Mailing/Delivery If mailed, get dated receipt			