

# Proposal Outline and Status Tracker

Please note: This outline of proposal assignments is current as of xx/xx/xxxx

**Capture Manager/Sales Lead:**

**Technical SMEs/Writers:**

**Proposal Manager:**

**Proposal Reviewers:**

**Graphic Designer:**

Status column: Red=Not started; Yellow=In progress; Green=90%+ draft complete

Proposal Section Title	RFP Page or Section Location	Annotation/RFP Requirement in Detail	Cover or Tab	Page Limit	Person Responsible	Evaluation Weight	Evaluation Criteria	Status/ Completed
[Volume]			Cover					
[Section]								
[Requirement or Question #]								

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