

Report Proposal: Planning Guide

What does the RFP that you are responding to request? (Remember: it can be a lot of other things, but it has to be some sort report-length document.)

Describe the organization or individual making the request.

How will the organization or individual use the requested document?

If the requesting organization will make the document available to others, who are those people and how will they get the document?

What kind of document is requested? What is the purpose of the document?

What are the characteristics of the target readers of the document (knowledge, background, experience)?