



## Ten Questions for RFP Readiness

A Request for Proposal (RFP) is a project and should be treated as such. If you can confidently answer each of the following questions, your team is probably ready to manage an RFP project.

**1. Have we identified the Team Leader?**

Our project has a champion and they are ready to take on this important task.

**2. Has our project charter been approved?**

Stakeholders believe that we have a compelling case for taking action. Management has committed resources and fully supports this project.

**3. Are all stakeholders represented?**

We have interviewed people for every job function affected.  
Each role is represented well in the project plan.

**4. Is team composition balanced?**

We have the right mix of users, financial backers, and technical people involved.

**5. Are our requirements clear?**

We have interviewed all affected parties to accurately capture their needs.  
Features have been prioritized and optional items clearly marked.  
Ambiguity has been carefully removed wherever possible.

**6. Have evaluation criteria been defined?**

We have determined how supplier responses will be filtered and ranked.  
We are prepared to move efficiently through the evaluation of written responses.

**7. Is our budget range reasonable?**

We know enough about possible solutions to establish a good budget.  
We used a Request for Information to educate the team before this phase.

**8. Are reference questions prepared?**

We know what we need to hear when calling reference customers.  
We have prepared a brief but highly relevant questionnaire.

**9. Is the demo script ready?**

We will control vendor demonstrations by using our own script.  
We have covered all essential elements and know the time required for a presentation.

**10. Is the scoring sheet ready?**

We will rely on an objective numeric scoring mechanism so that we don't fall victim to the "shiny object syndrome." We are prepared to be systematic in our evaluations.

These questions provide a high-level view of a successful Request for Proposal project. If your team needs help raising confidence with any of these items, please [call Dynamic Answers today](mailto:Sales@DynamicAnswers.com) for a free consultation. Confidence comes from clarity. Let us help you get clear before you get clobbered by your next large project.