

Proposal/RFP Abstract Assignment Description

This is a group writing assignment – all of you will contribute to the item and one of you will upload the completed document into iLearn. In a cohesive and comprehensive summary discussion, create a full 1-page (minimum) document of well-proofread, single-spaced group writing that describes and outlines your upcoming final project proposal or RFP. Please use the resources I've provided on creating abstracts on our course page at GregTeach.net to help you with this assignment. In your abstract, you'll need to succinctly explain and describe the proposal or RFP you'll be submitting, and how and why that proposal type or RFP best matches the business-related problem you've isolated and the solution(s) you propose to address.

Your abstract should offer brief or summarized versions of the statement of purpose, problem identification and project proposal narrative detailing (e.g. budgets, timelines, mission statements, outcomes tracking and analysis, etc.) that will reappear in expanded form in the final proposal or RFP.

The purpose of this assignment is for you to be able to clearly and unambiguously articulate (for yourself and for me) exactly who you are, who your audience is, and what your project is as a way of better focusing your work during the final drafting process.

Additional Requirements:

I will also want to know what each of you has done/is doing/will do toward the project effort. To that end, please be sure to include information at the end of the abstract that offers a brief description of who in your group is taking responsibility for which parts of the project writing and research work. This narrative description of group members participation is a required element of the assignment.

Each group will submit only one abstract. Please make sure the full name of each group participant is listed at the top of the abstract so I'll know who to award grades to. This assignment is due as its own document attachment before class begins via the iLearn portal for our course.