Interactive Proposal Database Requirements Document
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1. **Project Goal**

   The goal of this project is to provide our internal teams a resource with historical information about each proposal that we develop. This information will be used to evaluate new proposals against similar proposals. The database will contain pertinent information about each proposal for searching purposes, and point the user to the physical location of the proposal. The user will then review the physical proposal for similar characteristics, creative, estimates and schedules. Another goal will be to store the physical files in a logical structure along with other tools used in proposal creation, such as estimating tools, templates and team biographies.

2. **Project Objectives**

   The goals of the project will be met by developing a database that will be hosted locally and accessible by browser. The inputs to the database will be controlled by a limited number of resources with administrative access. Predefined fields will be used to categorize the proposals and provide consistent search criteria. A standard method for writing a problem, solution and project description will be developed as part of the proposal process. A method for consistently archiving the physical proposal will also be developed, allowing for a logical manual search for the proposal using the physical file structure. Proposal resources will be stored within this logical structure as well.

3. **Project Strategy**

   In order to achieve the goals and objectives of this project, interviews with key proposal writers and technical staff will be conducted to identify search fields. A schema will be developed and then approved by key staff members. A user interface design that allows for easy access to the database information will be developed by an instructional designer. Graphics from the design department will provide a common look and feel with other CMD branded on-line tools.

4. **Audience**

   The audience for this project is proposal writers within the Interactive Group who need access to historical data in order to better scope and estimate new proposals, as well as to access data about previous solution ideas.

5. **Key Requirements**

   The key requirements are:

   ▪ Develop a clear schema that takes both IMC and Training proposals into consideration
   ▪ Create a user interface that is simple and logical
   ▪ Provide design that is consistent with CMD look and feel
   ▪ Provide both fixed field data in drop down menus for categorization as well as keyword searches on specific fields such as the Problem/Solution/Description fields

6. **Creative Treatment**

The creative treatment should be simple. It should not drive the project, as this is a simple internal tool. It should be understood that as the intranet develops the look may change, and the UI may be folded into a larger structure providing access to various tools used within the Interactive Group.

7. **Technical Specifications**

The database should be developed in SQL and provide access to the data via browser. The design should be simple and expandable as needs require. The database should be accessible by only a limited number of administrative users who will be responsible for filling in templated information as new proposals are developed

8. **Next Steps**

Conduct Interviews with key personnel: Heath, Robert, Dale, Eric, Katherine, Barbara, Josie, Carol, Catherine
Provide schema description and information design
Develop simple solution/design document for review and approval
Include logical folder structure recommendation to match searchable criteria - ie: types of project, scale, etc.