

# Draft 45 Day Proposal Calendar

Administrative/Scheduling

Updated: Feb 1, 2016

Donor Cost  
Technical Staffing/ Donors Partners

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	Proposal Released	JDs reposted Technical call	Partners given Teaming agreements and submission packets	Prepare for design meetings	Prepare for design meetings	
7	8	9	10	11	12	13
	Proposal Manager Arrives in Country  Prepare for design meetings  Interviews	In Country kick-off  Prepare for design meetings  Interviews  Partners confirmed	Design meeting- Stakeholder outreach and partner mapping  Interviews	Design meetings - Results framework and activities  Interviews	Questions Due  Design meetings - Results framework and activities  Interviews	
14	15	16	17	18	19	20
	Write  Interviews  Budget inputs drafted	Write  Interviews  Budgeting	Write  Interviews  Budgeting	Write  Interviews  Budgeting	Pink Team  Interviews  Budgeting	
21	22	23	24	25	26	27

	Incorporate Red Team feedback Partner technical due Budgeting	Discuss/incorporate Pink Team feedback Budgeting	Discuss/incorporate Pink Team feedback Budgeting	Discuss/incorporate Pink Team feedback Budgeting	Discuss/incorporate Pink Team feedback Partner budgets due Budgeting	
28	29	30	31	32	33	34
	Discuss/incorporate Pink Team feedback Incorporating partner budgets Finalize Key Staff	Discuss/incorporate Pink Team feedback Feedback on partners Budgets returned Incorporating partner budgets Offer Letters sent to Key Staff	Red Team Budgeting	Incorporate Red Team Feedback Budgeting	Incorporate Red Team Feedback Budgeting Absolute final partner budgets	
35	36	37	38	39	40	41
	Incorporate Red Team Feedback Budgeting	Incorporate Red Team Feedback Budgeting	Finalizing Technical Finalizing Budgeting	Approvals Review by Proposal Editor	Review by Proposal Editor Packaging	
42	43	44	45			
	Packaging	Submit to Donor	Submission Deadline			