

Proposal Review

One finding, with the requirement and proposal passage side by side.

FR-001 / HIGH PRIORITY

Needs review

Transition plan is missing named owners and dates

SUPPLIED REQUIREMENT

Include a transition plan with named owners and milestone dates.

Sample bid requirements / Section 4.2

PROPOSAL EXCERPT

Transition activities will be agreed after award.

Sample proposal / Page 8

Why this needs attention

The excerpt does not identify the transition owners or milestone dates requested in the supplied requirement.

Scope of this sample

Only the two passages above are supplied for this illustration. The source labels and locations are fictional. No complete document, other requirement or customer submission was assessed.

Proposed correction

Proposed changes for your team to review. Original files are not edited.

SUGGESTED ACTION

Add a transition plan naming the owner and target date for each milestone.

Transition plan template

Each row needs a milestone, a named owner and a target date. The fields below are intentionally blank.

Milestone	Named owner	Target date

Where the change belongs

Sample proposal / Page 8, alongside the transition passage. Review the surrounding section and the complete requirement before choosing the final wording and placement.

Review before release

Confirm each owner and date, check the revised proposal against Section 4.2, and have the responsible reviewer decide whether the gap is addressed. Completing this template does not automatically resolve or approve the finding.