# Project Title

# Project Principal Investigator

Include name, email, phone number, and complete address as well as relevant affiliations.

# Key Personnel

Include name, email, phone number, and complete address as well as relevant affiliations.

# Project Abstract (less than 250 words):

A brief description of the proposed project.

# Project Description (less than 3000 words):

Describe the proposed project in a coherent, fluid and understandable writing style. Tables, images and graphs are allowed, but be careful that they add clarity to the description. Some questions to address in addition to the project description are:

**Contribution to CBR Modelling and Simulation Development**: What is the capability, result, and point of difference (compared to current COTS or other efforts of note) offered by this technology? How would it deliver against the stated requirements?

**Metrics/Measures of Success**: Discuss what measurement criteria will be established to measure progress against stated requirements outlined in Section 3 of the DMTC *Development of near real-time, high-resolution models for urban environments* call for proposals. What is the anticipated outcome (e.g. a deliverable product to the sponsor to allow for further research)?

**Risk**: Anticipated risks and brief risk handling plan.

# Funding/Cost:

What is the total cost of the proposed project? If the proposed work can be divided into discrete phases, then the cost of each phase and its measurable deliverable should also be noted.

Include descriptions of any significant activities likely to be subcontracted and costs or approximate costs.

Include any cash or in-kind co-investments that may come partners on the application.

# Program Plan:

**Period of Performance**: (specific dates)

In a Gantt chart format (not exceeding 36 months duration) please provide:

**Schedule**: Show major activities/efforts planned for the project with milestones (ie Statement of Work). Who will be conducting the work? Include a brief “spend plan” broadly defining the anticipated timeline for major project expenditures.

**Deliverables**: What will be delivered over the life of this project? Monthly, quarterly & annual reports as well as a final report will be required – please include these required deliverables in your program plan.

You will need to download this document to your computer before continuing.

Use the embedded Excel planning template to define the work breakdown structure, schedule estimates and cost estimates.

To open the Excel workbook:

* Right click on the chart
* Scroll to “Edit Data”
* Click “Edit data in Excel”
* Enter work breakdown structure and schedule estimates in the “1. Schedule” tab
* Enter cost estimates in the “2. Costs” tab
* Close the Excel workbook

There is no need to save the excel workbook separately. It will save automatically in the word document when Excel is closed.

# Participants & Stakeholders:

Noting that some personnel may fill multiple roles, on behalf of the parties represented on the proposal please nominate and include the name(s), email address(es), phone number(s), and organisation of key proposal representatives, including:

1. Primary and Alternate POC
2. Technical representative
3. Financial representative

Please provide information on the background and experience of key personnel relevant to this project. Please be clear, concise and succinct.

**LIMIT TOTAL INPUT - NOT MORE THAN 15 PAGES (not including spread sheets)**

**Sign below once you are satisfied that you have completed the form correctly.**

*I declare that the information given in this Request for Information form is true and accurate to the best of my knowledge and belief.*

*I declare that I have permission from my organisation and any other partner organisation(s) noted to discuss their capabilities and to sign the Request for Information form on their behalf.*

|  |  |
| --- | --- |
| **Organisation of Respondent** | Name |
| **Print Name of Contact Person** |  |
| **Signature of Contact Person** | Signature |
| **Date (dd/mm/yyyy)** | DD/MM/YYYY |