Partners *for* Public Good

→ TEMPLATE

Infrastructure Project Planning Template

Get Your Solicitation Organized Now for a Smooth Rollout Later

October 27, 2026

Author: Hope Patterson
Contributors: Adriana Hayes, Kayla Mehrens, Rebecca Graffy

WHY USE THIS PROJECT PLANNING TEMPLATE?

Governments are often asked to move quickly from a grant award, policy priority, or capital improvement idea into design, procurement, and delivery. Before jumping into solicitation drafting, it is worth pausing to answer a few basic questions:

- What problem are we trying to solve?
- What outcomes do we need to achieve?
- Who needs to be involved?
- What do we already know about the market, and what do we still need to learn?

A strong project plan can help public sector teams turn an early concept into a clear, coordinated path toward solicitation and implementation. This template is designed to help government staff organize key project information, define roles and responsibilities, identify market research questions, clarify scope and deliverables, proactively flag any potential challenges, and build a realistic schedule for the planning and procurement activities that need to happen before contract award for an infrastructure project.

This template is not intended to replace your jurisdiction's existing project management methodology, capital improvement planning process, grant compliance procedures, or engineering project delivery requirements. Instead, it is designed to complement those practices by helping project teams organize information that should be clarified before solicitation development begins in a single document.

A project plan is not meant to be a static compliance document. It should be a dynamic tool that helps your team create a shared reference point that can be updated as the project evolves. You are encouraged to adapt this template to meet the needs of your government. Some fields may not be relevant for every project, and some projects may require additional sections.

How to Use This Template

This template is intended to be completed collaboratively by the staff responsible for planning, funding, procuring, and delivering the infrastructure project. In many governments, no single person has all the information needed to complete the plan. The value of the tool comes not only from the finished document, but from the conversations it prompts across departments.

1. Start with the information you already have.
Begin by filling in basic project information. If your project is grant-funded, use the grant application, award letter, scope narrative, budget, and reporting requirements as starting points. Don't worry if some fields are incomplete at first.

2. Structure a project planning conversation.
Once the basic information is drafted, bring together the staff who will play a role in planning and delivery. Be broad and inclusive across the organization. Walk through the document collaboratively to review existing information and begin filling in the blanks.

3. Identify information gaps before writing the solicitation.
Once you've taken an initial pass through the document with your team, determine what else you need to know to write a clear, realistic, and competitive scope of work. Start with any fields left blank and think about how you'll find the answers. This may involve coordinating with other entities outside your project team or conducting market research.

4. Produce a dynamic project management tool.
Next, use the schedule and meetings sections to map the work ahead. Include both external milestones and internal activities.

Revisit and update the plan regularly during project planning. By the time your team is ready to issue a solicitation, the project plan should help you explain what professional services or contractors are needed, why it matters, who has been consulted, what risks or unknowns remain, and what steps are needed to move from procurement into successful delivery.

[Jurisdiction] Project Plan

Table of Contents

Project Overview 4

Existing Information 5

Project Team Roles and Responsibilities 7

Meetings 8

Funding and Budget 9

Project Delivery and Procurement Strategy 10

Project Activities, Scope, Deliverables, and Schedule 12

Operations and Maintenance Considerations 14

Environmental Review, Permitting, and Regulatory Coordination 15

Risk Mitigation 17

Market Research Plan 18

Community Engagement 19

Tips for Finalizing Your Project Plan 21

Additional Project Planning Resources 22

1. Project Overview

Project Name	[Contract title]		
Project Description	[Brief description of proposed project and the good, service, or outcome it will provide]		
Project Goals and Success Measures	[Brief definition of what success looks like for this project, including the outcomes (rather than inputs, outputs, or processes) you're seeking to achieve and how you'll know whether the project was successful.]		
Project Document Links	[Links or file paths to where critical project documents can be found]		
Project Manager	**Contact 1:** **Name:** **Title:** **Department:** **Email:** **Phone:**		
Funding Amounts and Sources	[Grant, loan, and/or cash. Link(s) to additional information and/or grant requirements]		
Potential Project Delivery Method(s)	Design-Bid-Build / Design-Build / CMAR or CMGC/ JOC / Other		
Potential Solicitation Type(s)	[RFI, RFQ, RFP, ITB/IFB, task order, cooperative purchasing agreement, etc.]	**Potential Contract Structure(s)** **Design:** **Construction:**	[Single contract, multiple awards, phased contract, master agreement, professional services agreement, etc.]
Solicitation Type Planned Release Date	[XX-XX-XXXX]	**Solicitation Type Planned Closing Date**	[XX-XX-XXXX]
Planned Contract Start Date	[XX-XX-XXXX]	**Planned Contract End Date**	[XX-XX-XXXX]

2. Existing Information

Before undertaking a project, identify, inventory, and review all existing information related to the proposed work. Existing information can provide valuable insight into site conditions, regulatory requirements, project constraints, and previous analyses, reducing duplicate efforts and helping focus future investigations. Keeping this information well organized can improve project planning, reduce uncertainty, identify data gaps, support continuity and onboarding of new staff to the project, and minimize the time and cost associated with locating information later in project development.

The information categories included in the following checklist represent the types of information commonly needed to plan, design, permit, and construct public infrastructure projects. Where information is unavailable, outdated, or insufficient, additional data collection, analysis, or investigations may be required during feasibility, planning, or preliminary design phases.

This checklist should be completed to document information currently available for the project. Where information exists, provide key details including the location of the information, responsible owner or custodian, date of the information, extent of coverage, and any known limitations regarding its accuracy, completeness, or applicability to the proposed project.

INFORMATION TYPE	AVAILABLE?	DESCRIPTION
GIS, Mapping, and Asset Data *Examples: GIS databases, utility mapping, asset inventories, aerial imagery, LiDAR, survey control.*	X	
Existing Plans and Specifications *Examples: Record drawings, as-builts, design plans, specifications, construction records.*		
Property, Easement, and Legal Records *Examples: Deeds, easements, rights-of-way, land records, water rights, franchise agreements.*		
Survey Information *Examples: Boundary surveys, topographic surveys, control surveys, floodplain surveys.*		
Previous Studies, Plans, or Reports *Examples: Master plans, feasibility studies, conceptual designs, alternatives analyses, corridor studies.*		

INFORMATION TYPE	AVAILABLE?	DESCRIPTION
Geotechnical or Subsurface Information *Examples: Geotechnical reports, boring, test pits, material testing, groundwater data.*		
Environmental Information *Examples: Environmental assessments, wetlands delineations, permitting documentation, cultural resource studies, threatened and endangered species evaluations.*		
Hydrologic, Hydraulic, or Water Resource Information *Examples: Drainage studies, floodplain analyses, stream assessments, hydraulic models, flow monitoring and quality data.*		
Utility Information *Examples: Utility atlases, as-builts, utility conflict assessments, utility owner correspondence.*		
Previous Studies, Plans, or Reports *Examples: Master plans, feasibility studies, conceptual designs, alternatives analyses, corridor studies.*		
Permitting or Regulatory Information *Examples: Existing permits, permit conditions, agency correspondence, compliance requirements.*		
Stakeholder or Public Outreach Information *Examples: Public meeting summaries, stakeholder feedback, agency coordination records, community concerns.*		

3. Project Team Roles and Responsibilities

The following table lists internal and external individuals who have some role or responsibility in project planning and delivery. Roles could include supporting the completion of work, approving deliverables, or simply being informed of progress. Consider using a project management framework such as MOCHA to define roles.

NAME	DEPARTMENT/ DIVISION OR EXTERNAL ENTITY	ROLE	EMAIL	RESPONSIBILITIES
		Manager		
		Owner		
		Helper		
		Consulted		
		Approver		

4. Meetings

The following table outlines the schedule of meetings relevant to the project, such as internal planning meetings, community engagement meetings, and RFP evaluation meetings. Do not include post-contract execution activities (such as performance management meetings) in this table; focus on planning activities.

MEETING	DATE/ FREQUENCY	FACILITATOR	PARTICIPANTS
Project Planning Kickoff / Procurement Intake Meeting	Once		
Weekly Project Leads Check-In	Weekly		
Quarterly Community Engagement Meeting	Quarterly		

5. Funding and Budget

Infrastructure projects often require various sources of funding and operate under obligation, reimbursement, and expenditure requirements that influence project delivery decisions. Use this table to provide information about funding sources, key deadlines, and any information that may influence project implementation or delivery. Delete or add rows to capture information specific to your project.

Project Budget (Plan, Design, Construction):	$2,500,000
Funding Sources:	$2,000,000 state grant, $500,000 in city capital improvement plan funds
Local Match Requirement (if applicable):	20% local match ($500,000)
Any Critical Funding Deadline(s):	Funds must be committed by 9/30/2037
Expenditure Deadline(s):	9/30/2030
Reimbursement or Advance Funding:	Reimbursement-based grant. The city must pay eligible expenses and request reimbursement from the grant administrator.
Most Recent Cost Estimate and Date:	$2,500,000, Estimate conducted: [xx/xx/xxxx]
Estimate Stage / Confidence Level	Conceptual / Preliminary / Design Development / Final Design
Known Estimate Assumptions:	Estimate is based on conceptual project limits and assumes construction of approximately 1.5 miles of shared-use trail. Cost estimate assumes no significant utility relocations, right-of-way acquisition, environmental mitigation, or hazardous materials remediation. Construction costs are based on comparable projects completed within the past three years.
Cash Flow Constraints:	The City must maintain sufficient cash reserves to cover consultant and contractor invoices between reimbursement requests.

6. Project Delivery and Procurement Strategy

Project delivery strategy refers to how the project will be planned, designed, procured, and implemented. Before selecting a delivery method, consider where the project currently sits in its lifecycle and what work remains to be completed.

Infrastructure projects often progress through multiple phases, such as 1) planning, 2) design, 3) construction, and 4) ongoing operations and maintenance. However, project phases may overlap or be combined depending on the project type, funding source, delivery method, and level of project definition. For example, some projects may only require planning services, while others may combine design and construction through a Design-Build delivery approach.

For additional guidance on evaluating project delivery options, refer to PPG's Project Delivery Method Guide.

PROJECT DELIVERY	
Which phase of the project is currently underway?	The City has identified the need for a shared-use trail connecting downtown, local schools, and neighborhood parks. Preliminary project goals have been established, and funding has been secured through a state grant. The project team is currently conducting project planning activities, including stakeholder engagement, market research, delivery strategy evaluation, and scope development. Design services have not yet been procured.
Which project delivery approaches are currently being considered?	Design-Bid-Build Design-Build Construction Manager at Risk (CMAR) or Construction Manager/General Contractor (CM/GC) Job Order Contracting (JOC) Other
Why are these delivery methods being considered?	Design-Bid-Build is being considered because this approach provides the City with a high degree of control over project design, supports competitive construction bidding, and aligns with the City's experience managing similar infrastructure projects. Based on current information, the project scope appears sufficiently definable, and no significant schedule or risk considerations have been identified that would suggest an alternative delivery method.
What information is still needed before finalizing the delivery strategy?	The team should better understand anticipated permitting and environmental review requirements, utility coordination needs, project schedule constraints, and potential construction risks. The team should confirm that it has the internal capacity to manage separate design and construction procurements and oversee coordination between multiple contracts.
What next steps will you take to finalize the delivery strategy?	Conduct market research with city staff who worked on similar, previous city projects and peer governments that have delivered similar trail projects. Evaluate internal staffing capacity and project management resources needed to administer separate design and construction contracts. Document the rationale for the final delivery method selection and communicate the decision to key project stakeholders.

Procurement strategy refers to how the project team intends to procure the professional services, construction services, equipment, or other resources needed to deliver the project. Procurement decisions should align with the project delivery method, funding requirements, applicable procurement rules, market conditions, and project schedule.

PROCUREMENT STRATEGY	
What procurement method(s) are currently anticipated?	Engineering design services will be procured through a Request for Qualifications (RFQ) using qualifications-based selection. Construction services are anticipated to be procured through a competitive Invitation for Bids (IFB) following completion of design and permitting activities.
Why are these procurement methods being considered?	The City anticipates using an RFQ for engineering services because qualifications, technical expertise, and relevant project experience are critical to successful project delivery. State law may also require qualifications-based selection for professional engineering services. A competitive IFB is anticipated for construction because the project is expected to have a well-defined scope, complete construction documents, and clearly identifiable quantities at the time of bidding, supporting price-based competition among qualified contractors.
Will procurement occur in one phase or multiple phases?	The project is currently anticipated to be delivered through two procurement phases: Procurement of engineering and design services. Procurement of construction services following completion of design, environmental review, and permitting.
What procurement requirements, constraints, or considerations may influence the solicitation strategy?	The project is funded through a state grant and must comply with applicable grant requirements, procurement regulations, and reporting obligations. The project team should confirm any requirements related to qualifications-based selection, disadvantaged business participation, insurance requirements, bonding requirements, wage requirements, and grant compliance before solicitation release.
What information is still needed before finalizing the procurement strategy?	The project team should confirm applicable procurement requirements associated with the funding source, determine whether additional consultant services will be needed beyond engineering design, evaluate market capacity and vendor interest, and identify any solicitation requirements that could unintentionally limit competition.
What next steps will you take to finalize the procurement strategy?	Complete market research with peer governments and potential industry participants, review applicable procurement and grant requirements, confirm project delivery decisions, identify anticipated evaluation criteria, and develop a procurement schedule that aligns with project funding deadlines and implementation milestones.

7. Project Activities, Scope, Deliverables, and Schedule

Use the table below to develop a high-level project schedule that identifies the major phases, activities, and milestones required to advance the project from planning through implementation. At this stage, the schedule should focus on key decision points and major project deliverables rather than detailed task-level activities.

The purpose of this schedule is to establish a realistic overall project timeline, identify critical milestones and dependencies, and support planning for funding, permitting, procurement, and stakeholder coordination. As the project progresses and additional information becomes available, the schedule should be refined into a more detailed project management schedule.

#	PHASES	RESPONSIBLE PARTY	ESTIMATED TIMING	NOTES
1	Planning and Scope Development	Project Team	Months 1 - 3	Define project goals, scope, stakeholders, funding strategy, delivery method, and project requirements.
2	Consultant Procurement	Project Team	Months 3 - 6	Procure engineering, environmental, or other professional services as required.
3	Feasibility and Preliminary Design	Project Team, Consultant	Months 6 - 9	Complete feasibility study, alternatives analysis, Basis of Design Report (BDR), Preliminary Engineering Report (PER), or equivalent planning documents.
4	Final Design	Project Team, Engineer	Months 9 - 12	Advance engineering design, prepare construction documents, update cost estimates, and continue stakeholder coordination.
5	Agency Review and Permitting	Project Team, Consultant	Months 12 - 18	Complete environmental review, agency coordination, permit applications, and regulatory approvals. Activities may occur concurrently with design.
6	Procurement and Bid	Project Team, Consultant	Months 18 - 21	Advertise project, respond to bidder questions, evaluate bids or proposals, and award construction contract.
7	Construction	Project Team, Consultant, Contractor	Months 21-33	Complete construction, contract administration, inspections, quality assurance, and stakeholder communication.
8	Project Closeout	Project Team, Consultant, Contractor	Months 33 - 36	Complete final inspections, commissioning (if applicable), record drawings, documentation, financial closeout, and transition to operations and maintenance.

Deliverables: A deliverable is a tangible work product that a firm, contractor, vendor or other service provider will produce as a part of the project. Deliverables help define the scope of work, establish expectations, and provide checkpoints for project review and acceptance. The specific deliverables will vary by project type and phase. Common deliverables for infrastructure project planning, engineering, and design projects are included.

Using the table below, list the major deliverables that you expect a firm, contractor, or vendor to provide under the contract(s).

DELIVERABLE	RESPONSIBLE PARTY	TARGET COMPLETION
Existing Conditions Assessment	Engineering Consultant	Month 2
Preliminary Design/Concept Development	Engineering Consultant	Month 3
30% Design Package	Engineering Consultant	Month 4
60% Design Package	Engineering Consultant	Month 6
90% Design Package	Engineering Consultant	Month 8
Final Design and Construction Documents	Engineering Consultant	Month 10
Bid Support and Procurement Documents	Engineering Consultant	Month 11
Inspection Reports, Record Drawings, and Closeout Documentation	Engineering Consultant	Project Closeout

8. Operations and Maintenance Considerations

Infrastructure investments create long-term obligations. Consider how the completed project will be operated and maintained. Complete the table below to identify O&M needs and responsibilities. Add and delete rows to this table as needed.

Who will own the completed asset?	Public Works Department
Who will maintain the asset?	Public Works Department
Expected annual operating cost	$25,000
Additional staffing needs	No new full-term positions anticipated. Existing Public Works staff will absorb routine maintenance activities. Specialized repairs may require on-call contractors.
Asset replacement cycle	Trail resurfacing every 15 years, signage replacement every 10 years, lighting replacement every 20 years.
Known lifecycle funding needs	Estimated $300,000 - $500,000 for major trail rehabilitation every 15 years. Future capital replacement costs should be incorporated into the City's Capital Improvement Plan (CIP).

9. Environmental Review, Permitting, and Regulatory Coordination

Many public infrastructure projects require permits, approvals, reviews, or authorizations from federal, state, local, or special jurisdiction agencies. Identifying potential permitting requirements early in project development can help inform schedules, budgets, review processes, design decisions, and stakeholder coordination efforts.

The following table represents permit categories commonly encountered on public infrastructure projects. For each applicable category, identify the specific permit(s) or approval(s) required, the responsible agency, anticipated review timelines, and any known constraints or special requirements. The permit categories included in this table represent those most encountered on public infrastructure projects. Where permitting requirements have not yet been determined, additional coordination with regulatory agencies and project stakeholders may be necessary during feasibility, planning, or preliminary design.

Some environmental reviews, technical approvals, and permitting processes can require significant time to complete, particularly for complex or highly regulated projects. Early coordination with reviewing agencies can help identify documentation requirements, approval timelines, and opportunities for self-certification or delegated review where permitted. Be sure to incorporate review durations, approval milestones, and regulatory dependencies into the project schedule and procurement timeline.

PERMIT TYPE	APPLICABLE?	KEY STAKEHOLDERS OR REVIEWING AGENCIES	DESCRIPTION
Environmental Review and Clearance *Examples: NEPA review, environmental assessments, environmental impact statements.*	X		Identify applicable review process, lead agency, and status
Clean Water Act / Waters of the United States Permits *Examples: Section 404 permits, Section 401 certifications.*			Identify permitting agency and anticipated impacts
Stormwater and Water Quality Permits *Examples: Construction stormwater permits, MS4 requirements, SWPPP requirements.*			Identify applicable permits and agencies responsible
Floodplain Development Permits *Examples: Local floodplain permits, FEMA floodway approvals, floodplain development permits.*			Identify jurisdiction and requirements

PERMIT TYPE	APPLICABLE?	KEY STAKEHOLDERS OR REVIEWING AGENCIES	DESCRIPTION
Endangered Species or Wildlife Approvals Examples: Threatened and endangered species consultations, wildlife agency coordination.			Identify agencies and required approvals
Cultural, Historic, or Archaeological Resource Reviews Examples: Section 106 review, State Historic Preservation Office coordination.			Identify applicable requirements and agencies
Local Land Use, Zoning, or Development Approvals Examples: Site plan approval, zoning review, conditional use permits, subdivision approvals.			Identify jurisdiction and approval requirements
Right-of-Way, Access, or Transportation Permits Examples: Access permits, highway occupancy permits, railroad crossing permits, work-in-right-of-way permits.			Identify utility owner(s) and requirements
Building, Construction, or Operational Permits Examples: Building permits, grading permits, demolition permits, occupancy permits, operational licenses.			Identify permitting authority and anticipated requirements
Permitting Risks and Schedule Considerations Examples: Permitting risks, anticipated schedule constraints, agency coordination challenges, or activities that may require early permitting action.			Provide additional information about specific risks

10. Risk Mitigation

List the most significant risks or constraints facing the project. Describe the potential impact of each risk on cost, schedule, scope, or sustainability, and identify actions that will reduce, manage, or monitor the risk.

RISK	PROBABILITY	IMPACT	MITIGATION STRATEGY
Construction cost inflation	High (very likely)	Critical: Project costs exceed available funding	Include contingency, update cost estimates regularly, pursue additional funding sources
Grant award uncertainty	Medium (probable)	Marginal: Project start delayed or scope reduced	Identify alternative funding sources and phase implementation
Utility relocation costs exceed estimates	Low (improbable)	Negligible: Budget shortfall and schedule delay	Conduct early utility coordination and maintain contingency reserves
Permitting delays	High (very likely)	Critical: Project schedule delayed	Identify required permits early, meet with reviewing agencies during planning, build review timelines into the project schedule
Community opposition	Medium (probable)	Marginal: Project scope, location, or design may need to be revised	Conduct targeted community engagement early and maintain ongoing updates with affected residents and stakeholders
Bid protests	Low (improbable)	Marginal: Award delayed and procurement staff time expended	Clearly document evaluation procedures and maintain complete procurement records
Funding approval delays	High (very likely)	Critical: Project cannot proceed on planned timeline	Identify all required funding approvals and decision points, build contingency time into the procurement schedule

11. Market Research Plan

The table below lays out research questions and a plan for answering them. What else do you need to know in order to write your solicitation? What other information would be helpful in planning and delivering this project? For each question, include the informant(s) and the method(s) you'll use to gather information.

QUESTION	INFORMANT	METHOD
How do vendors typically structure projects like this?	Name & role	RFI, vendor survey, vendor landscape scan, internet research
Which scope elements are likely to increase cost, risk, or complexity?	Name & role	RFI, vendor survey, vendor landscape scan, internet research
Are there small, local, disadvantaged, or specialized firms that could perform portions of the work?	Name & role	RFI, vendor survey, vendor landscape scan, internet research
What solicitation types, contract terms, timelines, minimum qualifications, insurance requirements, or bonding requirements might discourage participation?	Name & role	RFI, vendor survey, vendor landscape scan, internet research
What information would vendors need in the solicitation to submit a strong proposal or bid?	Name & role	RFI, vendor survey, vendor landscape scan, internet research
How have peer governments scoped, priced, or evaluated similar projects?	Name & role	RFI, vendor survey, vendor landscape scan, internet research

12. Community Engagement

Before releasing a solicitation, use this section to document what additional input you still need and how community perspectives will inform the project scope, schedule, solicitation, or implementation approach.

Use the matrix below to identify potential stakeholders and determine how to manage them accordingly.

- **Manage closely:** Have a lot of face-to-face communication with high influence, highly interested stakeholders. Building trust with them early on is critical (e.g. your department head or an engaged senior leader).
- **Meet needs:** Anticipate and meet the basic needs of people with high influence, low interest (e.g. the Mayor or City Council).
- **Keep informed:** Share detailed information often with low-influence, high-interest stakeholders (e.g. affected members of the community).
- **Monitor:** Have regular but limited contact with stakeholders with low influence and low interest (e.g. potential vendors).

	LOW INTEREST	HIGH INTEREST
HIGH INFLUENCE	**Meet Their Needs** (High Influence, Low Interest) Stakeholder Name(s)	**Manage Closely** (High Influence, High Interest) Stakeholder Name(s)
LOW INFLUENCE	**Monitor** (Low Influence, Low Interest) Stakeholder Name(s)	**Keep Informed** (Low Influence, High Interest) Stakeholder Name(s)

Use the table below to identify the stakeholders you need to engage, why their input matters, how you will reach them, and how their feedback will be used.

STAKEHOLDER	WHY THEIR INPUT MATTERS	ENGAGEMENT METHOD	HOW FEEDBACK WILL BE USED	TIMING	RESPONSIBLE PARTY
Example: Residents living near the project site	They may experience construction impacts and will use the completed improvement	Community meeting, survey, and project webpage	Elevate unknown concerns, inform design	During scope development and throughout implementation	Public Works / Community Developmentt
Example: Front-line staff or practitioners	They understand operational constraints and common failure points	Focus group or internal workshop	Shape scope and project direction	During scope development	Project Manager
Example: Community-based organizations	They have trusted relationships with residents who may not attend public meetings	Partner briefing and feedback session	Inform solicitation design	Before solicitation release	Department lead

13. Tips for Finalizing Your Project Plan

Before finalizing your project plan, remember to:

- Remove all highlights, brackets, and instructional text
- Confirm that dates, funding amounts, and document links are accurate
- Make sure that every major task or deliverable has a responsible party
- Check that the market research questions are specific enough to guide action
- Share the plan with all relevant team members so they understand their roles
- Save the final version somewhere accessible to the project team

Optional Sections to Add

Depending on the project, you may want to add sections for:

- Grant compliance requirements, reporting deadlines, and obligation or expenditure milestones
- Required internal approvals, such as council, board, budget, legal, or executive review
- Vendor outreach strategy, including outreach to small, local, disadvantaged, or underrepresented businesses
- Key assumptions and open questions that must be resolved before solicitation release
- Transition plan from project planning to contract management after award

14. Additional Project Planning Resources

Project Delivery Methods

- Project Delivery Method Guide

Market Research

- Market Research: the Key to Your Next RFP's Success
- How to Write a Request for Information (RFI) That Vendors Want to Respond To
- Request for Information (RFI) Template
- How to Build a Vendor Landscape Scan

RFP Drafting

- Crafting a Results-Driven Request for Proposals (RFP)
- Request for Proposals (RFP) Template
- RFP Response Workbook and Question Bank
- Solicitation Getting Started Toolkit
- Busting Your RFP Assumptions Toolkit

RFQ Drafting

- Request for Qualifications Template & Response Workbook
- Safe Streets and Roads for All (SS4A) RFQ Toolkit
- Choosing the Right Tool: When to Use a Request for Qualifications (RFQ) for Infrastructure Procurement

Contract Management

- Orienting Towards Outcomes: Results-Driven Approaches to Contract Management
- Assessing and Tracking Vendor Performance
- Contract Management Plan Template