CMNS 3240
Student checklist for submission of Proposal[1]

📄 Cover Letter
- [ ] Addressed to **Bids Management, BC Government (make up an address)**
- [ ] Professional tone and formatting
- [ ] Briefly introduces your consultancy and intent to submit

🧠 Introduction
- [ ] Includes a **profile of your consultancy** (name, background, expertise)
- [ ] Clearly states your **perspective and interests** (e.g., small business, labour, accessibility)
- [ ] Defines your **approach to the project** (scope, context, beneficiaries)

🔍 Methodology
- [ ] Identifies a **specific issue or pressure** related to flexible work (kairos)
- [ ] Lists **key questions** your research will explore
- [ ] Explains your **knowledge mobilization strategy** (secondary research only)

🎯 Value Proposition
- [ ] Persuasively explains **why your research matters**
- [ ] Describes **who will benefit** and how
- [ ] Highlights **long-term value** of your work

📦 Deliverables
- [ ] Clearly lists what you will **produce for the client**
- [ ] Matches deliverables to the needs of the RFP

⏳ Timelines
- [ ] Includes a **realistic and structured timeline** (consult course outline)
- [ ] Shows how your timeline supports project goals

📑 Formatting & Specs
- [ ] Word count is **between 1200–1550 words**
- [ ] Uses **MS Word format** and **11-point font or larger**
- [ ] Includes **APA citations** for all references
- [ ] Any visuals, diagrams, or tables are **clearly labelled**

✍️ Writing Quality
- [ ] Writing is **clear, professional, and well-organized**

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[1] This checklist was generated using Copilot. Prompt was to generate a student checklist for the assignment. Minor modifications were made to the wording of various sections.

- [ ] Free of **grammar and spelling errors**
- [ ] Proposal flows logically from section to section