

Checklist: Consistency

Things should be referred to consistently throughout your entire proposal. What things? Start here and add/subtract as suits your proposal.

Names of Everything

- Consortium or team bidding; subcontractors and teaming partners
- Contractual entities for the project, including a single short form if the name is unwieldy
- Client divisions, departments, groups
- Other contracts and projects, including a single short form if the name is unwieldy
- Other clients, including a single short form if the name is, you know, unwieldy
- Plans, systems, tools
- Quality, safety and environmental regimes
- Organization position titles
- Management structures and groups
- Governance structures and groups

Time References: Dates, Durations

- Contracts
- Events (e.g. ISO certification)
- Ahead-of-schedule completion of work (days, weeks or months)

Numbers of Things

- Employees (corporate and for this contract)
- Contracts (how many, identification numbers)
- Vehicles/equipment
- Dollar values (e.g. contracts, cost savings achieved)
- Products and Equipment
- Type (e.g. model, style)
- Specifications (e.g. dimensions, weights)

Order of Things When Listed in Text

- Teaming partners or subcontractors
- Locations (e.g. alphabetically, west to east, north to south, by declining order of size)
- Project names (alphabetically, west to east, by size? Hey, I don't care, but pick one.)