

EMCBC AIPT/SEB PLANNING WORKSHEET

Background			
Description (Title)		Date Initiated	
Estimated Value	\$	Date New Contract Required	
Milestones			
Requirements Definition		Contract Awarded	
Acquisition Plan		Transition to New Contract	
Request for Proposals		Discussions	
Industry Proposal Development		Final Evaluation	
Initial Evaluation		Award Contract	
Award Contract (without Discussions)		Transition to New Contract	
Resources - Staffing			
AIPT Lead		SEB Chairperson	
AIPT Project/Technical Member		SEB Voting Member	
AIPT Project/Technical Member		SEB Voting Member	
AIPT Project/Technical Member		SEB Voting Member	
Contracting Officer		Other	
Contract Specialist		Other	
Cost/Price Analyst		Other	
Procurement Attorney		Other	
Cost Estimator		Other	
Resources - Budget			
CBC Travel	\$	<i>Funding Source</i>	
Non-CBC Travel	\$	CBC	\$
Support Services	\$	HQ	\$
Other Costs	\$	Project	\$
Total Costs	\$	Total Funding	\$
Resources – Facilities and Equipment			
Suite Location		Number of Computers	
Occupancy Dates		Number of Phones	
		Number of Projectors	
		Other	
		Need By Date:	

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Approvals		
Prepared by		
	Name/Signature	Date
Title/Contact Info		
Approval		
	EMCBC Deputy Director Signature	Date
	EMCBC Director Signature	Date
Entered Into AIPT/SEB Resource Management System		
	Name/Signature	Date

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