

Getting Things Done by Writing Proposals

Many times we hear of people complaining that they can't seem to get anything approved by their boss or upper management. They may have great ideas, but fail to put them into a proper form to initiate action. The solution may be to write a formal proposal. The proposal will help organize your thoughts. It will also get acted upon or, at a minimum, will be seriously reviewed by the recipients.

Common reasons for submitting proposals include requests to purchase new software or computers, additional timber holdings, other equipment used in the operation, to replace old equipment, etc. Proposals are also very helpful to initiate change in an organization. The proposal may be for a new procedure to do mapping, to streamline operations, to institute a new cruising or scaling procedure.

Foresters have a history of resisting change. They can help overcome this tendency for themselves and others through the use of a written proposal.

The main components of a proposal include the following:

1. Cover Sheet
 - a. Title of Proposal
 - b. Recipient's Name
 - c. Your Name
 - d. Date
2. Table of Contents
3. Purpose Statement
4. Goals (including timing and costs)
5. Products
 - a. Maps, Reports, etc.
6. Discussion of the Project
 - a. Opportunities
 - b. Limiting Factors
 - c. Salient Facts
 - d. List of what is presently available
 - e. Pertinent data
7. Procedures
8. Costs
9. Benefits
10. Addendum
 - a. Examples
 - b. Resumes

Not all proposals require all of the items listed above. Generally, they will require most of them. Spend plenty of time on items such as the purpose statement, goals, products and benefits. A good proposal, once approved, can become a plan.