# PECS CYPRUS Proposal submission High level checklist SIXTH CALL

## Technical Criteria

* Is your objective clearly stated, short and to the point?
* Are your requirements quantified and verifiable with specified success criteria?
	+ Will they show, when fulfilled, that the objective was achieved?
* Is your Baseline concept/ design well described and the improvement or benefit toward advancing the state of the art clear? Have key trade-offs been discussed?
* Does your program of work include all the needed design and development steps?
	+ Does it include meetings, reviews, key testing plans, procedures and validation?
	+ Does it address potential problems or risks and mitigations to ensure success?
* Are the text, work logic flowchart, Work Package Descriptions (WPDs) and Gantt chart consistent?
* Are your experience, key personnel and facilities described and tailored to the needs of your project?
	+ In case of gaps in these, has a plan to acquire them been included?
* Is your WBS logically structured following the work flow?
	+ Does it include a WP for management?
	+ Does each company have separate (sub)Work Packages?
* Do your WPDs include sufficient detail to understand the full scope of the work and correspond well with what is presented in the PSS Forms?

## Programmatic Criteria

* Have you chosen the right activity type among those of the cover letter?
* Do you meet the associated programmatic constraints? Have you identified which?
* Is your objective not a duplication of ESA planned or ongoing activity?

## Management Criteria

* Is the management plan well defined?
	+ Does it show how you manage your project, including subcontractor aspects?
	+ Does it identify a single Project Manager in direct communication with ESA?
	+ Are the role and responsibilities of all Key Personnel clear?
* Is your planning detailed enough?
	+ Are the dependencies between tasks identified?
	+ Does it match the WPD?
* Is the costing credible?
	+ Are the hours justified by the described scope work in WPD?
	+ Are all procurement items and trips well described and justified?
* Are the deliverables complete and well defined (e.g. contents or components clear)?

## Contractual Criteria

* Have all elements been included (Cover Letter, PSS Forms) and completely signed?
* Are all the sections of the Proposal Template addressed, with no changes to the template and are you within the page limit?
* Are the IPR well addressed?
	+ Is the BIPR described and are the effected deliverables listed?
	+ Is it clearly described who will own the foreground IPR?