

Business Development – Objective and Table of Contents

Objective

The Business Development Process objective identifies potential client opportunities through proper sales planning, service alignment, and key account management, resulting in fairly negotiated and profitable contracts while maintaining and improving client relationships.

Key Steps

- Competitor Analysis
- Develop strategies that align business line skills and service offerings with customer requirements
- Development of account plans and sales activities for key accounts
- Early development of commercial terms and conditions
- Risk review as required by Business Risk criteria
- Update sales plans for use as a forecasting tool
- Use of online data management of client and account data to ensure accurate feedback of client information

Key Deliverables

- Account Management Plans
- An accurate definition of scope, pricing, and estimating
- Best in Class proposals / qualification / presentations
- Bid / No Bid Documentation
- Contract and Execution Risk Management Plans
- Customer satisfaction

Business Development – Objective and Table of Contents

Table of Contents

Checklists

- Business Development Support from Procurement Checklist
- Contract Compliance Guidelines Checklist
- Proposal Activity Checklist
- Proposal Preparation Checklist
- Prospect Questions Checklist
- Teaming Arrangement Checklist
- Project Execution Plan Construction - Self Perform Kickoff
- Project Execution Plan Construction Testing, Turnover and Acceptance Kickoff
- Project Execution Plan Continuous Performance Improvement Kickoff
- Project Execution Plan Contracting Kickoff
- Project Execution Plan Engineering and Design Kickoff
- Project Execution Plan Execution Approach Kickoff
- Project Execution Plan Introduction and TOC Kickoff
- Project Execution Plan Management Participation Kickoff
- Project Execution Plan Material Management Kickoff
- Project Execution Plan Operations and Maintenance Kickoff
- Project Execution Plan Organization and Staffing Kickoff
- Project Execution Plan Project Controls Kickoff
- Project Execution Plan Project Management Kickoff
- Project Execution Plan Quality Kickoff
- Project Execution Plan Safety, Health, and Environmental Kickoff
- Project Execution Responsibility Matrix Kickoff
- Proposal Preparation Worksheet Business Development
- Senior Review Committee Template Instructions Business Development
- Teaming Arrangement Business Relationship Approval Request Business Development
- Win Plan Business Development

Education and Training

- Business Development Account Management Roles & Responsibilities
- Core Client Strategy - Roles and Responsibilities of Business Development
- Delivery Process Stage Content Definitions Business Development
- Marketing Strategies for E-Commerce
- Marketing Trend Analysis
- Project Management Execution Flow Business Development
- Sales Skills Business Development

Forms

- Agreement to Extend Date of Completion
- Arbitration and Mediation Agreement
- Bid - No Bid Form
- Client Contact Report Business Development
- Client Survey Action Report Form
- Contract Completion Summary
- Contract Synopsis Business Development
- Marketing Plan
- Mutual Termination of Contract
- Parental Guarantee Approval Request Business Development
- Project Execution Plan Automation Kickoff
- Project Execution Plan Change Management Kickoff
- Project Execution Plan Closeout Kickoff
- Project Execution Plan Constructability, Maintainability, and Operability Kickoff
- Project Execution Plan Construction - Construction Management Kickoff

Policies and Procedures

- Client Satisfaction Survey Procedure
- Go and Get Ratings
- Proposal Development Procedure
- Red Team Review Procedure
- Teaming Arrangement Business Relationship Approval Request Instructions
- Teaming Arrangements Procedure