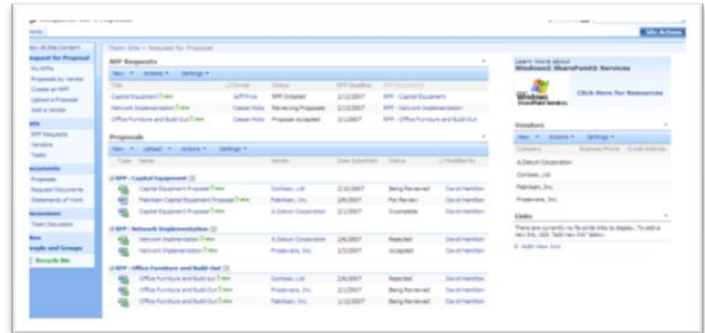


Application Template: Product and Marketing Requirements Planning

Description of Template

The Request for Proposal (RFP) application template for Microsoft® Windows® SharePoint® Services 3.0 helps teams manage the process of creating RFPs and collecting proposals from vendors. Team members can use the site to upload request information, track its status and assign ownership to an appropriate site team member. Responses can be tracked and organized by adding responding vendor information, uploading proposals received and tracking the whether a proposal is in review, rejected or accepted.



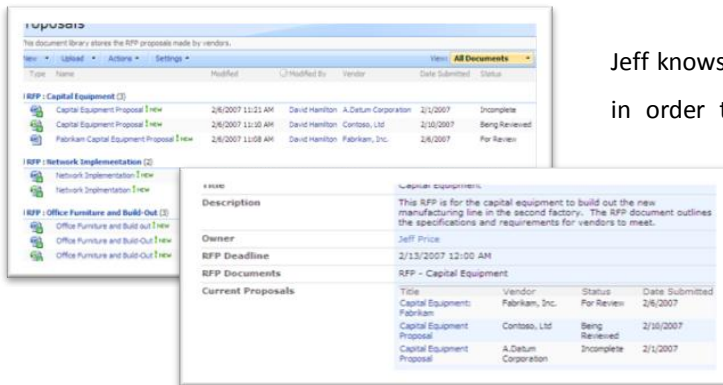
In addition, the site serves as a central repository for common documents related to proposals, such as a Statement of Work and RFP documentation and proposals received from vendors. Using the Group Discussion capabilities of Windows SharePoint Services 3.0, team members can discuss proposals received using and can view these discussions through an RSS reader such as the one provided with Microsoft Office Outlook® 2007.

Sample Activities Performed in this Application Template

The following examples show the various ways Microsoft anticipates this template will be utilized in a typical organization. If you wish to add additional features, please ask your IT provider to research Microsoft Office SharePoint Designer 2007.

Jeff Price is the General Manager of a manufacturing company in the Midwest state of Iowa. His company has been growing over the last two years, and has decided to build a new factory down the street to handle the additional capacity required. To help his team manage the Requests for Proposals that need to be filled in order to open the new factory, Jeff's IT department has deployed the Request for Proposal application template built on Windows SharePoint Services 3.0.





Jeff knows there are three new RFPs that need to be created in order to get the new facility up and running: Capital Equipment, Network Implementation and Office Furniture and Build-Out. He begins by creating the RFP for the Capital Equipment, typing in a brief description, assigning himself as the owner and selecting a due date. He also links the detailed *Capital*

Equipment RFP document he created and uploaded earlier, which enables his team to see all the required details in one place. Jeff saves the RFP and tells his team to send the RFP to the company's approved vendors.

It is two weeks later and the company has received a number of proposals, which Jeff has uploaded to the site, designating which vendor sent the proposal and which RFP it is answering. One vendor, A. Datum Corporation, has left out a big part of the RFP, and so he changes the status of this proposal to "Incomplete" and enters a note as to which section is missing. He begins reviewing the proposal from Contoso, Ltd., and changes the status to "Being Reviewed". If he likes the proposal, Jeff will change the status to 'Accepted' and move on to the RFPs for the Office Equipment and Build-Out.

About Microsoft Windows SharePoint Services 3.0

Microsoft Windows SharePoint Services 3.0 is technology in Windows Server® that offers an integrated portfolio of collaboration and communication services designed to connect people, information, processes and systems both within and beyond the organizational firewall. Now available at no additional charge, the technology provides a platform for developing Web-based business applications. Application Templates provide out-of-the-box scenarios to address the needs of specific business processes.

More Information

For more information on the technologies described in this article, please visit:

Microsoft Windows SharePoint Services 3.0:
<http://www.microsoft.com/sharepoint>

Application Templates for Windows SharePoint Services:
<http://www.microsoft.com/sharepointapps>

The example companies, organizations, products, domain names, e-mail addresses, logos, people, places, and events depicted herein are fictitious. No association with any real company, organization, product, domain name, email address, logo, person, places, or events is intended or should be inferred.

This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS SUMMARY.