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Question: 1

How do you emphasize a word or a sentence in a proposal text?

Response:

- A. Bold
- B. Bold and underlining
- C. Italics
- D. Small caps

Answer: A

Question: 2

When outlining the document?

Response:

- A. You should allocate pages according to the relative importance to the customer
- B. You should order the topics alphabetically
- C. You should follow logic, not the recommended structure given in the RFP
- D. You should always apply a hierarchical structure to your document

Answer: A

Question: 3

In the context of business development, what does ROI stand for?

Response:

- A. Return on Investment
- B. Range of Inquiries
- C. Rate of Interest
- D. Risk of Involvement

Answer: A

Question: 4

The Content Plan, distributed at the Kickoff Meeting, is important because, without precise specifications of what needs to be created, the finished products will be all these - EXCEPT?
Response:

- A. Concise
- B. Incoherent
- C. Low Quality
- D. Inconsistent

Answer: A

Question: 5

Which document details how a project will be executed and controlled?
Response:

- A. Work Breakdown Structure (WBS)
- B. Project Charter
- C. Project Plan
- D. Risk Management Plan

Answer: C

Question: 6

What is the role of a Project Dashboard in project management?
Response:

- A. Limiting access to project information
- B. Providing a visual snapshot of project performance and status
- C. Encouraging project delays
- D. Reducing project visibility

Answer: B

Question: 7

What is the main purpose of the "Basis of Estimate" in proposal development?

Response:

- A. Outline the project methodology
- B. Define the project scope
- C. Provide a breakdown of costs
- D. Summarize the project schedule

Answer: C

Question: 8

Since proposals "drop" on a tight timeframe, Proposal planning starts ____.

Response:

- A. 10-20% of your given time to prep a proposal
- B. Before the RFP is released
- C. Immediately as the RFP is released
- D. During the Kick-off meeting

Answer: B

Question: 9

What is the purpose of a daily stand-up review?

Response:

- A. Check everyone is motivated
- B. Check and control progress
- C. Check everyone is present
- D. Check team is complete

Answer: B

Question: 10

In " Plan, Do, Check, Act", Check represents which activity?

Response:

- A. Monitoring & Evaluation
- B. Lessons Learned
- C. Quality Assurance
- D. Quality Standardization

Answer: A

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